



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

ALL BHAG Committees will meet from 5:30-6:30pm

Community Development - Be the premier agency for Community Development in Region 6W.

Committee Members: Angela Doren, Scott Peterson, Jim Dahlvang, Jeff Olson, Kathi Thymian

Marketing - All communities in Region 6W will understand who we are and what we do.

Committee Members: Brett Buer, Brent Olson, Mike Thein, Bruce Swigerd, Gary Hendrickx, Jim Schmaedeka

Board Stewardship- The RDC Commission will have 100% of the board members engaged in stewardship for the UMRDC.

Committee Members: Rusty Dimberg, Harold Solem, Warren Rau, Juanita Lauritsen, Heather Giese, Gary Johnson, Mark Bourne

AGENDA

Review draft 2013 BHAGs

What are our “basecamps” after 5 years? How will we know if we have been successful?

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	Suggestions
Develop an orientation strategy for all newly appointed Commission members to make sure all commissioners have a sufficient level of knowledge and understanding of the Commission to enable them to be strong advocates of the RDC.	Update orientation manual annually. Include a 1 page executive summary, revised acronym list.	Annually	Orientation manual will be updated with new board policies.		
	Executive Director will meet with all 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. Have an existing board members there to share perspective.		Need to meet with Mike, Angela, Heather, James, Kathi
	RDC staff take turns with 5-minute staff report at the board meeting	Monthly	Staff reports will be included at every meeting		Comments?
	Annually discuss special interest group board positions and reappoint members and or solicit new members. Current positions include: Prairie 5, Workforce Council, EDA.	April/May 2010	A decision will be made by the board on whether to change or add any new public interest reps.		Small Business Development Center, Countryside Public Health, , Soil & Water Districts
	Provide orientation summary with full board each year and ask them to renew their board member commitment form.	December	Orientation summary will be provided and all members will renew their board member commitment form.		
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 July 2010, 2012	BHAG committees met 3-5 times per year.		Any suggestions on the rotation?
	Commission members will report their committee discussion at RDC meetings. Staff will ask for a volunteer committee member to report.	Monthly	Board members will report to full board at each meeting.		
	Continue to implement the round robin at Commission meetings.	Monthly			Any changes?
	Have presentations under the discussion portion of the agenda. This could include speakers from communities, organizations or agencies. Staff will discuss and identify potential speakers at monthly planner meetings.	As determined by staff	At least 4 presentations will be made.		SBDC, WFC/PIC, Regional Recruitment, MIRC, Businesses the RLF funded, DEED, USDA, Prairie Five, Community Corrections, Woodland Centers, Customized Training, Countryside, MnWest
	Continue to utilize the Planner Update to inform and educate board members about the services and projects of the 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.		What can we do to make this better and more useful?
	Monitor attendance of board members per bylaws. Ask Chair and other board members to inquire about and encourage attendance	Monthly	Members will talk to those members absent from 3 meetings. Hand out attendance sheet at each meeting.		Comments?
	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. Provide an email version for sharing.		How can we make this easier? How many do this? Should we change anything?
Strategy C.	Tactics	Timeline	Measurement	Accomplishments	
Create a process for ongoing leadership training and assessment of Board functioning.	Implement an annual board retreat. Alternate between board leadership training and agency strategic planning	Annually	At least one board training or retreat will be held annually.		Any new ideas?
	Survey Commission members quarterly about board meetings. Review results with Chair.	Monthly			What should we be asking?
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.		Staff have voiced a need for board members to think about ideas & opportunities for staff to followup on

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

DRAFT FY2013. Year 5 of BHAG.

Strategy A.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
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 Complete the following marketing projects in FY12:				
	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		
	Continue to create project profiles/case studies to include in packets and on RDC website.	Ongoing	at least 6 (every 2 months)		
	Highlight different commissioners & staff members in newsletter & on website; identify board members in press releases.	Ongoing	4 newsletters + website		
	Send press releases for projects and information that warrant press releases. Send press release after annual meeting with photo of full board. Send other press releases as needed.	Ongoing	# of completed projects = # releases		
	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	Great new photos of 5 of our communities each year.		
	Post videos on our website when relevant and available	Ongoing	at least 2		
	Give aways: Currently giving out notepads and pens. Research and price new give-away.	12 months			
	Inventory and encourage cities and counties (& other identified partners such as EDAs & Chambers) to link to us on their websites.				
	Increase the amount of resources in useful information available on our website.				
				Other ideas?	
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. Determine a message and objectives for FY13 and update the packets to distribute.	Ongoing	Goal to contact 37 cities, 5 counties & townships, 1 tribal nation, & 10 school districts		
	2 Inventory how each LUG is getting our info and what their preferences are. Strategize how to best communicate with each city and county.	12 months	Update list and follow up with all contacts to ensure they are receiving our information.		
Strategy C.	Tactics	Timeline	Measurement	Accomplishments	
Evaluate effectiveness of marketing campaign with goal of measuring 70% basecamp in 2013.	1 Use the following to determine our % of our basecamp: 1) Complete a spreadsheet showing meaningful staff contact and meetings with each of our cities. 2) Use the annual survey to ask specific questions to each of our cities. 3) Gather website statistics and 4) gather a list of contracts.	12 months	37 cities, 5 counties Also include township annual meetings and school boards.		

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)?			
Strategy A.	Tactics	Timeline	Measurement	Accomplishments
Increase relationships with LUGs to better understand their needs and how we can assist them.	1. Survey cities - type of follow-up to be determined after survey review.	Annually	Was the survey sent out? What were the response rates?	
	2. Through the CEDS process identified updated regional goals through county-wide meetings.	Fiscal Year	What are the update regional goals? Were meetings held in each county?	
Strategy B.	Tactics	Timeline	Measurement	Accomplishments
Apply to state and federal agencies on behalf of community and regional projects through contracts with LUGs.	1. Send out 12 grant/loan opportunities throughout the year from state, federal or local entities for communities to apply to (maybe one a month through the eblast)	Fiscal Year	How many opportunities were sent out?	
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	How much training occurred?	
	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	How many meetings were coordinated?	
Strategy D.	Tactics	Timeline	Measurement	Accomplishments
Target specific local units of government with program opportunities that help meet their needs and accomplish their goals and also provide opportunity for the RDC to provide professional services.	1. Develop a program similar to the smallest cities program but targets a different city demographic, possible populations 500 - 1200	Fiscal Year	What was developed?	
	2. Review 3 comp plans (one each Kristi, Lindsey, Jacki) and provide three proposals to three different communities for RDC services that can help that community accomplish the goals in their comp plan.		Were three proposals sent out that were a follow-up to a comp plan or inspired by one?	
Strategy E.	Tactics	Timeline	Measurement	Accomplishments
Ensure integration of community development projects in local and regional plans.	1. Identify goals in plans such as CEDS, Hazard Mitigation Plans, MN DOT Plans, Prairie Waters & Regional Tourism that are completed as a result of UMVRDC projects worked on.	Ongoing	What goals in other plans were accomplished because of our work?	



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BOARD MEETING AGENDA

April 24, 2012

6:30 PM

Introductions

Approve Agenda/Additions

1. Consent Agenda Items

- a. Approve Minutes from March 26, 2012
- b. Approve Treasurer's Report and List of Bills
- c. Closing Blandin Alltel Savings Acct.
- d. Authorization for Safe Routes to School (SRTS) Letters of Support
- e. Swift County Solid Waste Plan
- f. EDA Planning Grant

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

Citizen Comments

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

Staff Presentation – Jacki Anderson

2. Information Items

- a. Planner Update

3. Action Items

- a. Revolving Loan Fund Advisory Board Recommendations-April Mtg.
- b. Staffing

4. Discussion Items

- a.

Next Meeting Date: May 22, 2012 Appleton Civic Center

Adjourn

UMVRDC Mission Statement

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

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission

Appleton Civic Center - Appleton, MN

March 26, 2012

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

Board Members Absent: Pam Lehmann, Angela Doren, Mike Thein

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

Guests: Susann Karnowski, MnDOT District 8; Jarrett Hubbard, MnDOT District 8; Bridget Miller, MnDOT District 4; Nick Anderson, Big Stone County Engineer; Andrew Sander, Swift & Yellow Medicine County Engineer; Dave Smiglewski, Granite Falls Mayor; Paul Coyour, Prairie 5

Call to Order

Chairperson Dahlvang called the meeting to order at 6:30 p.m.

Introductions

Approve Agenda/Additions

M/S/P – Bruce Swigerd, Rusty Dimberg made motion to approve the agenda with the addition of 3e CURA intern application.

1. Consent Agenda Items

- a. Approve Minutes of November 22, 2011
- b. Approve Treasurer's Report and List of Bills
- c. Granite Falls Federal Rec. Grant Application
- d. Dawson EDA App #2 Contract
- e. Echo Website Extension

M/S/P – Brent Olson, Jeff Olson made motion to approve Consent Agenda Items as presented.

Citizens Comments – See 4b below for details.

ROUND ROBIN DISCUSSION: was not done

- *Angela, Big Stone County Municipalities:*
- *Gary Hendrickx, Swift County:*
- *Gary Johnson, Yellow Medicine County:*

- *Rusty, Big Stone County Townships:*
- *Brett, Dawson/Boyd Schools:*
- *Harold, LQP County:*
- *Brent, Big Stone County:*
- *James, Chippewa County Townships:*
- *Kathi, Ortonville School:*
- *Warren, Swift County Townships:*
- *Jim, Chippewa County:*
- *Bruce, Prairie Five CAC, Inc.:*
- *Mark, LQP County Townships:*
- *Jeff, LQP County Municipalities:*
- *Heather, Swift County Municipalities:*
- *Scott, YM County Municipalities:*
- *Juanita, Workforce Council:*
- *Mike, Chippewa Municipalities:*
- *Pam, LQP EDA:*

Staff presentation: Lindsey

Safe Routes to School (SRTS) was discussed. All the superintendents and principals in our region have been contacted regarding the funding and resources available through MnDOT for 2012-2013. Appointments have been scheduled and/or set up with Canby, Dawson & LqP School District. Information was handed out on this project.

2. Information Items

- a. Planner Update Memo: No questions/comments
- b. Community Development BHAG recap: No questions/comments
- c. Accounting Specialist Position Update: No questions/comments
- d. Comprehensive Economic Development Strategy (CEDS) Update: No questions/comments

3. Action Items

- a. RLF Advisory Board Recommendations from January meeting:

M/S/P – Harold Solem, Mark Bourne made motion to approve the RLF Plan as presented.

M/S/P – Gary Hendrickx, Kathi Thymian made motion to approve the RLF Plan and authorize the Chairman and Executive Directors signatures on the corresponding resolution approving the RLF Plan.

M/S/P - Rusty Dimberg, Brett Buer made motion to approve the RLF Application with the following changes:

- a. Moving the “Checklist” from page 4 to page 1
- b. Adding language about loan fees onto the checklist
- c. Note: The “Statement of Understanding” was changed in November to reflect the requirement that anyone with a loan request/modification must be present and loan advisory board meetings.

- d. Slight tweaking of the language under “Application Certification” page 6 to include “...I have read the application checklist...” and spelled out any acronyms.
- e. Modify the checklist to read financial reports current within 6 months instead of 90 days.

b. RLF Advisory Board Recommendations from March meeting:

M/S/P – Gary Johnson, Mark Bourne made motion to approve amortizing the outstanding balance over 20 years with a 10 year balloon payment and reduce the interest rate from 5% to 4% (consistent with recent lending recommendations) for the loan modification for the Sawmill of Granite Falls.

M/S/P - Gary Hendrickx, Harold Solem made motion to approve a \$100,000 loan at 4% interest amortized over 10 years with a 5 year balloon payment and accepts a 2nd position blanket UCC behind the bank for CC Diamond, LLC a new company in Clara City manufacturing and assembling grain dryers.

M/S/P – Gary Johnson, Rusty Dimberg made motion to approve a \$100,000 loan amortized over 10 years at 4% interest and accepts a 2nd position blanket UCC and a 2nd position mortgage both behind the bank for the Granite Falls Dairy Queen.

c. Personnel & Board Policy Revisions:

M/S/P – Rusty Dimberg, Warren Rau made motion to adopt the revised personnel policies and board policies with the following changes:

- Personnel Policy Part IV: Operations, Section 4.2 Travel Regulations, Meal & Lodging – will become a flat \$50 a day for meals.
- Suggestion made to review items X & Y under Employee Responsibilities & Conditions for the draft telecommuting policy.

d. Bylaw Revisions: No action taken. Section 5. Vacancy: This issue will remain the same.

e. CURA Intern Application:

M/S/P – Gary Hendrickx, Mark Bourne made motion for the authorization of \$3,500 towards a CURA intern and the Executive Director’s signature on the contract with the University of Minnesota if grant is approved.

4. Discussion Items

a. 2011 UMVRDC Self Assessment: All board commissioners were encouraged to review the survey results and give any feedback to Dawn.

b. ATIP Presentation for 2013-2016:

MnDOT staff from Districts 4 & 8 gave presentations on the 4-year plan for the region. The proposed projects were presented and discussed by county. Handouts of the project were

given to everyone in attendance. The commissioners as well as individuals from the public had an opportunity to ask questions and make comments – they are as follows:

Paul Coyour, Prairie 5, said that he knows they will be receiving 2 new buses this year, 2012.

Gary Johnson brought up the RR crossing/viaduct located 1 mile North of Milan. This dangerous spot is at a curve in the road and is narrow for trucks hauling large loads. RR vs. MnDOT

Dave Smiglewski, Wants the railroad underpass in Granite Falls on US Hwy 212/MN 67 prioritized. It is a safety concern due to its narrow width and short height – he had photos showing damage from trucks.

Jim Dahlvang: What can we do to move forward on getting a bike trail from Montevideo to Camp Release along US Hwy 212? This project involves 3 counties plus 1 city.

Harold Solem: Regarding Hwy 212 in Dawson. Why isn't the pavement consistent from one end of the city to the other?

Bruce Swigerd: Concerns about weight restrictions on MN 7 from Beardsley to Ortonville – it is currently 7 ton. He would like to keep the trucks off of main street in Ortonville and routed to US Hwy 75. This would keep the road in better shape. The lake road is more dangerous too.

Harold Solem & others: Concerns why lights have been installed but not yet working in the following areas: MN 275S & 31N and US 212, MN 23 and 274, MN 40 and 277 and MN 40 and 119.

Jim Dahlvang: Asked about consolidating local transit systems and the long-range plan for transit.

Gary Johnson: ATP8 regarding the spending on the Paynesville Bypass to get more projects for our area in the future

The overall presentation was very informational and useful. Both ATP's were thanked for their help with projects in this region. Both ATP's are sharing a Transit Coordinator. MnDOT will be responding to the questions and comments made during the meeting. There will be Spring Transportation Forum in Appleton on Monday, April 16th from 2-6pm.

The meeting adjourned at approximately 8:55pm

APPROVED BY:

PREPARED BY:

Jim Dahlvang
RDC Chairman

Jackie Sigdahl
RDC Administrative Assistant

#1b

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury
Financial Officer

DATE: April 24, 2012

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

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

ACTION REQUESTED:

For the Commission to approve the attached UMVRDC March 2012 Treasurer's Reports and also the March 2012 check listing (check #16900 through 16951) as presented.

Enc.

March-12									#1b
UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION									
REVENUE & EXPENSE REPORT									
	FY12	March	YR-To-DT						
REVENUES	Budget	Revenue	July thru March						
Agency Revenues	Revision #2								
Interest	4,000	392	3,606					90%	
Levy	257,000	36	120,376					47%	
Miscellaneous	1,000	83	396					40%	
Certificate of Indebtedness	0		0					0%	
Hedge Hog Grants	16,000		0					0%	
Dawson EDA Grant #2	4,000		0					0%	
Reserves for new Grants Admin Staff	7,000		0					0%	
Economic Development/EDA									
EDA Planning Grant	64,628		48,471					75%	
University of MN Project	1,200		1,200					100%	
WesMN RLF Admin	34,000	1,508	18,307					54%	
Hazard Mitigation									
4 County HM Updates	31,492	9,196	9,196					29%	
LqP Hazard Mitigation Update	6,060		0					0%	
Technical Assistance									
Technical Assistance Potential Contracts	3,000		0					0%	
Blandin Demo Community	5,000	4,678	4,681					94%	
Blandin Marketing	7,100		2,145					30%	
Blandin Extension	2,500		1,250					50%	
Blandin School Project	960		0					0%	
Clara City Comp Plan (HH 4,250)	14,750		13,135					89%	
Milan Web	500		0					0%	
Graceville Web			134						
Forecast Public Arts Grant	2,000		1,500					75%	
Swift Co Emergency Operations Plan	1,000		928					93%	
Region 5 Marketing Items	1,500		0					0%	
Upper Sioux Energy Plan	9,453		10,000					106%	
MIRC Websites - Echo/Bellingham	4,000	4,405	4,505					113%	
Grant Writing									
Granite Falls Byway Grant	2,000		0					0%	
Granite Falls DNR Trail	1,000	500	2,500					250%	
Dawson EDA Grant #2	4,000	4,000	4,500					113%	
Grants Admin/Management									
Browns Valley HUD Grant	25,000		4,745					19%	
Granite Falls Overall Admin	30,000	13,886	24,438					81%	
SCDP Grant Benson Shortform	2,000		0					0%	
SCDP Grant Benson	11,256		13,324					118%	
SCDP Grant Appleton	20,000	1,721	10,006					50%	
SCDP Grant GF/Clarkfield	14,000		14,016					100%	
Transportation/MN DOT									
Planning Grant	50,000	20,000	45,000					90%	
Transit Coordination Update	5,800		4,543					78%	
Prairie Waters	65,690	1,400	48,177					73%	
Byway Interpretation - Schmidt Foundation	10,000		10,000					100%	
Byway Corridor Management Plan	20,000		0					0%	
Art Crawl	32,750	6,350	37,039					113%	
	771,639	68,155	458,116					59%	
Pass-Thru Revenue (not included above)		132,607	1,192,813						

	FY12				
	Budget		Expenses	YR-To-DT	
	Revision #2		March	July thru March	
DISBURSEMENTS					
Salaries/Fringe	508,000		46,257	373,091	73%
Data Acquisition	500			0	0%
Commissioner's Expense					
Per Diem/FICA	14,000			7,482	53%
Meeting Expense	3,000		182	1,461	49%
Public Officials Ins.	6,030			6,026	100%
Travel C&C	9,000		285	5,404	60%
Training	7,000			5,260	75%
Audit	12,000			11,436	95%
Hedge Hog Grants	20,000			0	0%
Computer Technical Assistance	16,000		154	5,263	33%
Contract for Services/Comm Dev	10,000		594	3,344	33%
Copy Charge/Xerox Lease	10,000		1,136	8,031	80%
Depreciation	11,000		279	7,480	68%
Dues	3,000			1,032	34%
Insurance	3,500			807	23%
Legal Fees	2,000			0	0%
Miscellaneous/Employee Morale	4,000		388	987	25%
Office Rent	12,210		1,017	10,167	83%
Postage	10,500		101	3,971	38%
Printing/Advertising	5,000		787	2,756	55%
RDC Marketing Items	2,000			308	15%
Registration/Training	13,000		232	2,218	17%
Repairs/Maintenance	2,000		60	1,344	67%
Software/GMS Maintenance-Updates	11,000		166	3,011	27%
Sub./Publications	2,000		11	995	50%
Supplies	7,000		257	3,251	46%
Telephone	7,500		275	5,905	79%
Travel/Staff	25,000		1,547	14,050	56%
Art Crawl	18,450			7,619	41%
Tourism Trade Shows/Ads	16,000		1,466	10,562	66%
	TO	770,690	55,196	503,261	65%
Revenue over (under) expense	949		12,959	(45,145)	
Balances at 03-31-2012					
General Checking	\$ 90,112.96				
Money Market	\$ 518,614.12				
Revolving Loan Fund	\$ 346,141.40				
Agency Auto	\$ 37,360.96				
Equipment Fund	\$ 20,617.73				
UMVRDC Secretary/Treasurer			UMVRDC Executive Director		

March 2012 CHECK LISTING

Checks 16900 through 16951

Check#	Check Date	Vendor Name	Check Amount	Description
16900	03/08/2012	Aaron Kells	3,321.00	Appleton Owner Rehab
16901	03/08/2012	Advocate Tribune	49.00	Job Posting
16902	03/08/2012	Appleton Oil Company	318.80	Agency Vehicle Maintenance
16903	03/08/2012	CANBY NEWS	33.00	Renewal
16904	03/08/2012	CHIPPEWA COUNTY AUDITOR	476.37	Dental Insurance for March 2012
16905	03/08/2012	CITY OF APPLETON	1,016.67	Office Rent - April 2012
16906	03/08/2012	Dana F. Cole & Company LLP	32.48	March 2012 Flex Fee
16907	03/08/2012	DAWN HEGLAND	75.00	March 2012 Cell Phone
16908	03/08/2012	DAWSON SENTINEL	55.20	Job Posting
16909	03/08/2012	DONS FOOD PRIDE	66.21	Supplies
16910	03/08/2012	Federated Telephone	189.74	Spam Filter, Computer Technical Assistance
16911	03/08/2012	Grants Management Systems, Inc.	25.00	Maintenance/Support
16912	03/08/2012	Jim's Clothing & Sporting Goods	208.16	Staff Shirts/Jacket
16913	03/08/2012	LINDSEY KNUTSON	66.60	Staff Travel
16914	03/08/2012	Mediacom LLC	200.27	Internet (3-4-12 - 4-3-12)
16915	03/08/2012	Healthsmart Benefit Solutions, Inc. - NCPERS MN - 954400	48.00	April 2012 Life Insurance
16916	03/08/2012	Montevideo Publishing	61.20	Job Posting
16917	03/08/2012	Ortonville Independent	174.00	Job Posting
16918	03/08/2012	PRAIRIE FIVE CAC	1,305.00	Appleton Commercial Rehab Admin
16919	03/08/2012	Region Five Development Commission	89.24	Staff Travel
16920	03/08/2012	Ruth Keller	60.00	Office Cleaning
16921	03/08/2012	Swift County Monitor-News	72.50	Job Posting
16922	03/08/2012	The Appleton Press	97.70	Supplies, Job Posting
16923	03/08/2012	Upper MN River Watershed Dist.	30,863.64	Browns Valley Diversion
16924	03/08/2012	USAbLe Life	31.50	March 2012 Life Insurance
16925	03/08/2012	WESTERN GUARD	15.20	Job Posting
16926	03/08/2012	Xerox Corporation	872.55	Copy Charge
16927	03/22/2012	Chase Card Services	1,559.29	Job Posting, Agency Auto, Software, Staff Travel, Geocache, Postage, Training, Misc.
16928	03/22/2012	City of Echo	325.00	Reimburse Echo
16929	03/22/2012	Eugene Schwitters	48.84	RLF Board Meeting 3-12-12
16930	03/22/2012	JACALYN ANDERSON	19.98	Staff Travel
16931	03/22/2012	Johnson Memorial Health Services	7,500.00	Blandin Project
16932	03/22/2012	Josh Falness	23.31	RLF Meeting 3-12-12
16933	03/22/2012	KENNETH KOENEN	33.30	RLF Board Meeting 3-12-12
16934	03/22/2012	KERKHOVEN BANNER	24.40	Job Posting
16935	03/22/2012	Lac Qui Parle Co. EDA	25,000.00	Blandin Project

16936		03/22/2012	LEAGUE OF MN CITIES FINANCE DEPARTMENT		20.00	Training
16937		03/22/2012	Louis Sherlin		57.72	RLF Board Meeting 3-12-12
16938		03/22/2012	Midwest Living		600.00	Prairie Waters Ad
16939		03/22/2012	Minnesota Association of Townships		50.00	Training
16940		03/22/2012	MSPN - Midwest Sports Publishing Network		1,466.32	MN Off-Road
16941		03/22/2012	Ortonville Public School		5,000.00	Blandin Project - Final Payment
16942		03/22/2012	Paul Wilson		38.85	RLF Board Meeting 3-12-12
16943		03/22/2012	PRAIRIE FIVE CAC		789.00	Appleton Commercial Rehab Admin
16944		03/22/2012	Select Account		3.83	March 2012 Participant Fee
16945		03/22/2012	Subway		50.77	Meeting Expense
16946		03/22/2012	Terry Overlander		23.31	RLF Board Meeting 3-12-12
16947		03/22/2012	US Able Life		31.50	April 2012 Life Insurance
16948		03/22/2012	Vicki Oakes		22.20	RLF Board Meeting 3-12-12
16949		03/22/2012	Walter W. Wulff		37.74	RLF Board Meeting 3-12-12
16950		03/28/2012	Appleton Meat Center		131.70	Meeting Expense
16951		03/28/2012	Upper MN River Watershed Dist.		38,053.50	Browns Valley Diversion
					\$ 120,734.59	Total for March
Brett Buer, UMRDC Secretary/Treasurer				Dawn Hegland, Executive Director		
Gray highlights are pass-thru expenses						

#1C

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury
Financial Officer

DATE: April 24, 2012

RE: Closing Blandin Alltel Savings Account

All of the Blandin Alltel projects have been completed and paid. The account was set up per award requirements that the funds be kept in a separate interest bearing account. The final withdrawal from the savings account was made on April 12, 2012 and the account was closed.

ACTION REQUESTED:

For the Commission to approve the closure of the Alltel Savings Account.

#1d

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Lindsey Knutson
Planner

DATE: April 24, 2012

RE: Safe Routes to School Letters of Support

Attached is a generic sample of a letter of support for the Safe Routes to School (SRTS) planning assistance grant applications. The following schools are applying for Safe Routes to School planning assistance: Appleton/Milan Elementary, Madison MN Elementary, Stevens Elementary in Dawson and Yellow Medicine East's Elementary and Middle Schools. KMS and Ortonville are considering Safe Routes to School applications for planning assistance. Canby is applying for a non-infrastructure implementation grant to hire a Safe Routes to School Program Manager and Benson may also consider a non-infrastructure Safe Routes to School grant.

There will be a minimum of four SRTS planning assistance grant letters of support and a minimum of one SRTS non-infrastructure implementation grant letter of support. The letters of support may vary slightly from the generic sample to more closely reflect the situation and needs at the particular school.

ACTION REQUESTED:

For the Commission to authorize the signature of the Board Chair, Jim Dahlvang and/or the Executive Director, Dawn Hegland for each of the SRTS letters of support.

Enc.

<Letterhead>

<Date>

Ms. Lisa Bender
MnDOT Safe Routes to School Coordinator
395 John Ireland Boulevard
Saint Paul, MN 55155

Dear Ms. Bender:

I am writing this letter on behalf of the Upper Minnesota Valley Regional Development Commission (UMVRDC) to express our support for <school name's> Safe Routes to School (SRTS) planning assistance grant application.

The UMVRDC is pleased that <school name> is applying for the SRTS planning assistance grant, as the school and community have shown a vested interest in increasing physical activity among, not only the school children, but all residents. Developing a SRTS Plan will compliment work already done in the community to encourage students to get more physical activity and walk and bike to school in a safe manner. The school and community have already taken steps to show their commitment to the safety and wellbeing of their school children and would greatly benefit from a more formal planning process to bring people and ideas together to create a Safe Routes to School Plan.

The UMVRDC fully supports <school name> in applying for the SRTS planning assistance grant and would be thrilled to help <school name> to create a SRTS Plan that will lead to a safer and more enjoyable environment for students to walk and bike to school. We urge you to support <school name> through MnDOT's Safe Routes to School planning assistance.

Sincerely,

Dawn E. Hegland, Executive Director

#1e

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Jacki Anderson
Senior Planner

DATE: April 24, 2012

RE: Swift County Solid Waste Plan Update

Staff has been contacted by Swift County's Environmental Director Scott Collins to potentially assist with Swift County's Solid Waste Plan Update due to the Minnesota Pollution Control Agency (PCA) by November 2012. Staff has provided Swift County with a contract for consideration, the contract outlines cost which is a not to exceed amount of \$7,000.

Swift County staff expressed interest in applying for the Hedgehog Grant for this project which could potentially reduce the cost by 50%. If the Hedgehog application is returned prior to the RDC meeting, Dawn will present it for action consideration.

RDC staff identified to work on this project includes Lindsey and me.

The contract is attached for your review.

ACTION REQUESTED:

For the Commission to authorize the signature of the Board Chair and/or the Executive Director, Dawn Hegland on the Swift County Solid Waste Plan Update contract.

Enc

**CONTRACT FOR PROFESSIONAL SERVICES BETWEEN
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND
SWIFT COUNTY**

FY12 - Solid Waste Plan Update

WHEREAS, this Contract for Services is by and between the SWIFT COUNTY, MINNESOTA, hereinafter referred to as the COUNTY, 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 COUNTY by the UMRDC; and

WHEREAS, the nature of the said services is to assist the COUNTY in updating the County's Solid Waste Plan; and

WHEREAS, the UMRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning April 2012; 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. Coordinate the collection of required information for the plan update;
- B. Provide county staff with a list of needed information;
- C. Update existing tables with current demographics;
- D. Update existing tables with data as described in Section II B.
- E. Add new plan components as directed by PCA (public entities language, etc);
- F. Meet with county staff 6 times during plan development;
- G. Complete and submit each chapter to PCA staff for review;
- H. Present the completed plan at a public hearing.

SECTION II. DESCRIPTION OF COUNTY'S RESPONSIBILITIES

The COUNTY agrees to:

- A. Appoint a primary contact for this project;
The contact for this project is: Scott Collins, Environmental Services Director
-
-
- B. Provide the UMRDC with specific information, plans, resolutions and documents as needed to complete the UMRDC's services including but not limited to:
- GVT Tables, Charts & Calculations
 - Rate Calculations
 - Budget Estimates
 - County Usage Rates (if unavailable from a public source)
- C. Schedule, conduct, mail and print information for COUNTY public hearings/meetings as required and assure that all publication and notification requirements are met;
- D. Pay for all cost related to public hearings and corresponding publications and notifications;
- E. Be the party responsible for updating and maintaining all work completed under this Contract.
- F. 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 April 1st 2012 – December 31st, 2012;
- B. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and COUNTY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMRDC shall be compensated for services provided in Section I of this Contract.
- B. The COUNTY agrees to pay the UMRDC a not to exceed amount of \$7,000.

- C. Compensation for services paid by the COUNTY upon completion of the plan and submission to PCA. The UMRDC will provide the COUNTY with a final invoice indicating services provided and the total amount due.
- D. Our fees for these services are generally based on time expended and out-of-pocket expenses, such as report production, postage, travel, fax, etc. However, they might also include other factors deemed relevant, including the difficulty of the questions and the skill required to perform the services properly; time limitations imposed by either you or the circumstances; the nature and length of the professional relationship between us; and the experiences, reputation and ability of the UMRDC staff assigned to the engagement.
- E. The contract fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the contract. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

SECTION V. GENERAL PROVISIONS

- A. Changes in UMRDC Services
In the event the COUNTY requests additional service from that described in Section I, and such services are to be completed by the UMRDC, the UMRDC shall be entitled to additional compensation as agreed to by both the UMRDC and COUNTY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.
- B. Liability
The COUNTY agrees to waive the UMRDC and the UMRDC'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 UMRDC or COUNTY upon sixty (60) days prior written notice.

In the event of termination, the COUNTY shall be obligated to the UMRDC 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 UMRDC and COUNTY, 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 UMRDC and COUNTY hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

EXECUTIVE DIRECTOR
UMVRDC

AUTHORIZED REPRESENTATIVE

Title: _____

Date: _____

Date: _____

ATTEST: _____

Title: _____

Date:

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Jacki Anderson
Senior Planner

DATE: April 24, 2012

RE: EDA 3-year Planning Grant Application/Resolution

Attached is a copy of a resolution stating the UMRDC's desire to re-apply to the U.S. Department of Commerce – Economic Development Administration for the annual economic development planning grant program. The grant provides approximately \$64,628 each year to the UMRDC to provide economic development activities and services throughout the region.

As part of the grant requirements, the UMRDC must commit a 50 percent match \$64,628 each year for a total of \$193,884.

ACTION REQUESTED:

For the Commission to authorize the signature of the Board Chair and/or the Executive Director, Dawn Hegland on the attached resolution for the UMRDC re-application to the Economic Development Administration's planning grant program and commitment of 50 percent matching funds towards the grant.

RESOLUTION
For Re-application to the
Economic Development Administration 301(b) Planning Assistance Program

WHEREAS, the five counties in the service area of the Upper Minnesota Valley Regional Development Commission (UMVRDC) share a common economic base and a common history of economic change and stress; and

WHEREAS, the majority of development groups, public officials, and organized rural interest groups in the region prescribe to a strategy which focuses on the diversification of the region's economic base; and

WHEREAS, over the past year, through the resources of the 301(b) Planning Grant, tangible steps have been taken to organize an effective response to the crisis in the rural economy; and

WHEREAS, the goals of the Comprehensive Economic Development Strategy (CEDS) continue to remain relevant as guideposts in rural development practice within this region; and

BE IT RESOLVED, that the UMVRDC re-applies to the Economic Development Administration for an extension of the 301(b) Planning Grant Program.

ALSO, BE IT RESOLVED, that the UMVRDC commit matching funds up to 50 percent of the EDA planning assistance grant costs totaling \$193,884 utilizing \$64,628 each year for the next three years for economic development.

Chairman (UMVRDC)

Date

ATTEST:

Executive Director (UMVRDC)

Date

INFORMATION MEMO

TO: UMRDC Commissioners

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

DATE: April 24, 2012

RE: Planner Update

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

Hazard Mitigation – Jacki

All Swift County cities have approved the plan update. Final copies of the adoption resolutions are being submitted to FEMA and HSEM this week.

Minnesota Intelligent Rural Communities – Dawn, Jacki

Dawn has been checking with ISP providers in the region to see if they might be able to provide some in-kind or matching funds to help make the project go further. A tentative meeting date to discuss this project with the participating schools is the afternoon of June 15th.

Revolving Loan Fund – Jacki

Approximately \$100,000 is available for lending, if you know of someone interested in starting or expanding a business please have them contact the UMRDC for more information on how RLF funds can assist them.

Recently approved loans include: CC Diamond, Clara City Grain Dryer Manufacturer and Granite Falls Dairy Queen.

City of Dawson EDA Application – Jacki

Dawson's project has been selected for "further review" by EDA for funding consideration. As part of the further review EDA has requested a few additional items such as comments on the project from entities such as ACOE, SHPO and the local flood coordinator, all of these items will be submitted or initiative prior to April 27th. EDA should be making funding decisions in the next couple of weeks.

EDA Planning Grant – Jacki

It's time for the UMRDC to re-apply for a 3 year planning grant from the Department of Commerce Economic Development Administration (EDA). We have only a two and half week window to apply to EDA, Application materials are due by April 27th.

Minnesota River Valley National Scenic Byway (MRVSB) – Kristi

The byway has been working on promoting the new panels that are being installed. One newspaper article was written. Pioneer Public TV will be doing a show as part of their postcards series. New Ulm will be having an unveiling event in May.

Granite Falls – Arlene, Barb

The DNR will add \$550,000.00 in bond funds to the existing contract with the City of Granite Falls for their comprehensive flood risk reduction plan.

Meander – Kristi, Jenifer

Staff is working on completing the Meander brochure. We still have time to get sponsors before the final deadline at the end of April.

City of Echo website - Kristi

The city of Echo purchased their URL: www.echomn.com/

City of Bellingham website - Jenifer

The website for Bellingham is complete and is available at their new domain:

BellinghamMN.us

Prairie Waters Regional Tourism – Jenifer, Kristi

Staff is working on 2012 ads; updating the Prairie Waters website; and planning for the 2012 Annual Gathering, which will take place in Swift County this year.

Clara City Comprehensive Plan - Kristi, Lindsey

Staff is working on the Draft Comprehensive Plan. After we receive the land use/zoning mapping, we will be able to complete and begin the review process.

Safe Routes to School Grant Applications – Lindsey

Staff is helping several schools in the region (Appleton/Milan Elementary, Madison Elementary, Stevens Elementary in Dawson and YME Elementary and Middle Schools) apply for Safe Routes to School Planning Assistance. Staff is also assisting the Canby school district with a non-infrastructure implementation grant for a Safe Routes to School Program Manager.

Energy Forum – Jacki, Dawn

Staff are planning to host a energy forum for public entities in May (16th or 23rd) with speakers that will talk about the guaranteed energy savings program and the public building enhanced energy efficiency program- two programs available to local units of government and schools seeking to make energy efficiency improvements. We also hope to have information on energy savings performance contracting and resources from area utilities.

Jacki is also working with USDA to schedule a presentation that same day opposite of the energy forum to provide an opportunity for cities to learn about USDA programs that can fund community facilities, daycares, fire stations, etc.

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

Staff are planning a series of presentations from each of the 7 MIRC grant recipients on June 15. The presentation will include lessons learned and potential work in the region to continue their efforts.

Transportation Forum – Lindsey, Dawn

Staff organized an educational transportation forum for all local units of government to attend to gain more information about working with MnDOT and programs available to local units of government.

Transit Coordination Plan – Lindsey, Dawn

An additional meeting will be held to discuss project ideas identified by the Steering Committee in the Local Human Service Public Transit Coordination Plan. The meeting will also identify how projects may specifically address the needs of veterans.

Meetings and Conferences

4/4/12	Clara City Planning Commission	Kristi/Lindsey
4/16/12	Transportation Forum @ UMVRDC	Lindsey
4/17/12	Meander all artists meeting	Kristi
4/19/12	Toward Zero Deaths Regional Conference	Lindsey
4/27/12	Perfect Leadership Conference	All Staff
5/22 – 23	RDC Transportation Planners' Meeting	Lindsey
6/15	MIRC Project Review	Jacki/Dawn

INFORMATIONAL ONLY- No Action requested

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Jacki Anderson, Senior Planner
DATE: April 24, 2012
RE: Loan Advisory Board Recommendations

Below are the Loan Advisory Board recommendations from their April 9th RLF meeting. There was additional action taken on a third loan recommended for approval contingent on all other parties participating (a standard requirement) however one of the financing agencies did not approve their participation and as a result the UMVRDC will not need to take final action on the loan approval recommendation. It's possible that this loan could come back for future consideration with a new financial structure.

Please review and take action on each individual request.

LOAN ADVISORY BOARD RECOMMENDATIONS:

1. Approve a \$65,520 loan for Kaercher Publications to expand their newspaper and print service in Ortonville by building a new building to house new equipment that will help expand the business. The recommended loan terms include:

ACTION REQUESTED: For the board to approve a \$65,520 to Kaercher Publications, Inc. amortized over 10 years at 4.5% with a second position blanket UCC behind the bank and 3rd position on real estate behind PEDC and CenBank

2. Approve a \$10,000 loan for Merritt Construction a new construction company specializing in concrete and metal buildings. The recommended loan terms include:

ACTION REQUESTED: For the board to approve a \$10,000 loan amortized over 10 years at 4.5% with a second position blanket UCC on equipment behind the Coop Credit Union.

3. **PENDING RECOMMENDATION:** The Loan Advisory Board is currently considering a loan approval modification for the Granite Falls Dairy Queen. The modification has to do with waiving the standby and subordination agreements for the investors in the project. A recommendation will be provided at the meeting.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland
DATE: April 24, 2012
RE: Staffing

A conditional job offer has been extended to Kellie Olson for the Accounting Specialist Position: Planner Level IV- Step 6 (\$42,390) with a start date of May 1st. Kellie comes to us with a B.S. in Finance a minor in Real Estate; current work toward a Master's in Business Administration; and bank work experience in accounting, member services, accounts payable and receivable, and preparing and closing loans. Kellie will have the opportunity to train with Barb, Arlene and Jacki to learn the financial and RLF over the next few months.

The offer was extended contingent upon:

1. Commission approval;
2. Completion of an acceptable pre-employment background check (civil, criminal, driver's record, and credit check); and
3. Completion of acceptable reference checks and verification of past employment and educational history.

ACTION REQUESTED:

To confirm the above offer of employment for Kellie Olson- Accounting Specialist Position: Planner Level IV- Step 6.