



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**

**February 28, 2012**

**6:00 PM**

**Self-assessment review at 6pm – business meeting will begin at 6:30pm**

**Call to Order**

**Introductions**

**Approve Agenda/Additions**

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

- a. Approve Minutes from January 24, 2012
- b. Approve Treasurer's Report and List of Bills
- c. Budget Revision #2
- d. Blandin Digital Inclusion Community Partnership 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 - Lindsey**

### **2. Information Items**

- a. Planner Update Memo
- b. BHAG Recap – Community Development
- c. Accounting Specialist Position

### **3. Action Items**

- a. Revolving Loan Fund Advisory Board Recommendations
- b. Personnel & Board Policy Revisions

### **4. Discussion Items**

Next Meeting Date – March 27, 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

January 24, 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, Angela Doren, Heather Giese

Board Members Absent: Pam Lehmann, Gary Hendrickx, Mike Thein

Staff Present: Dawn Hegland, Jacki Anderson, Lindsey Knutson & Jackie Sigdahl

Guests: None

### **Call to Order**

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

**Introductions** - None

### **Approve Agenda/Additions**

**M/S/P** – Bruce Swigerd, Jeff Olson made motion to approve the agenda with the addition of 3d Dawson Hedgehog 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, Warren Rau made motion to approve Consent Agenda Items as presented.

**Citizens Comments** - None

### **ROUND ROBIN DISCUSSION**

- *Angela, Big Stone County Municipalities:* Very close with bonding. Water plant needs work so will hopefully pass the road & sewer project at the same time. 1% levy increase for Ortonville. Budget changed – 0% funding for chamber.
- *Gary Hendrickx, Swift County:* not present
- *Gary Johnson, Yellow Medicine County:* cemetery/land issue was approved through planning & zoning, approved phone system, levy discussion, Commissioner Wambeke has been diagnosed with leukemia.

- *Rusty, Big Stone County Townships*: Township annual meeting is in Clinton on 3/27. Contentious proposed Quarry is in his township, ATP 4 is looking for a new district engineer. Meander Art Crawl is a good thing - Great artists in the Ortonville area.
- *Brett, Dawson/Boyd Schools*: Nov. referendum passed in for DB – first time since combining that anything has passed in the Boyd area. DB looking at the early start with a public meeting held in Boyd & Dawson. Negotiations ended with teachers – 1.9% increase first year/2% second year.
- *Harold, LQP County*: Grant for heating system for courthouse has been extended and an additional 30k awarded. 2/3 done with negotiations. Annual Township meeting is 3/26.
- *Brent, Big Stone County*: Proposed granite quarry has been contentious for the County Planning Commission. Strata is the company involved.
- *James, Chippewa County Townships*: Township budgets are doing well due to the lack of snow removal.
- *Kathi, Ortonville School*: passed
- *Warren, Swift County Townships*: Township annual meeting being held on 3/16 in Benson at the VFW. 911 sign replacement costly, upcoming issue that they will levy for.
- *Jim, Chippewa County*: County Chairman for this year. Ditch meeting this morning- everyone for it. The law enforcement labor negotiations are ongoing. As new County Board Chair, Jim will be meeting with all dept. heads (individually) to talk about goals and budgets for year. Goal is 0% levy increase for next year.
- *Bruce, Prairie Five CAC, Inc.*: P5 is working on hiring a supervisor for the nutrition area
- *Mark, LQP County Townships*: Some townships have had to blade roads recently due to lack of snow.
- *Jeff, LQP County Municipalities*: Looks like a good possibility that Dawson may be getting roads fixed this year.
- *Heather, Swift County Municipalities*: Local health services currently operating with no doctors except for interims. A contract is being worked on with Dr. Kabatay. Kathy Johnson is the interim CEO.
- *Scott, YM County Municipalities*: passed
- *Juanita, Workforce Council*: passed
- *Mike, Chippewa Municipalities*: not present
- *Pam, LQP EDA*: not present

**Staff presentation:** None

## **2. Information Items**

- a. Planner Update Memo: No questions.
- b. Board Stewardship BHAG: No questions
- c. Joint RDC meeting with state officials: No questions

### **3. Action Items**

#### a. RLF Advisory Board Recommendations:

A handout was given to the board and recommendations for the RLF Plan and RLF Application will be up for consideration at the February 2012 meeting.

**M/S/P** – Brent Olson, Mark Bourne made motion to approve the un-commitment of \$50,870 for C&L Powder Coat due to the loan not being able to close within a three month timeframe as stated in the Statement of Understanding.

#### b. Board of Directors/Personnel Committee Meeting Report

**M/S/P** – Gary Johnson, Warren Rau made motion to approve the Board of Director's recommendations for the following:

- Steps will be implemented per existing policy.
- Jenifer will be moved from Planner Assistant position to Planner position.
- 2% Cost of Living Adjustment (COLA) for CY 2012.
- \$1500 per employee's HRA for CY2012.

#### c. 2011 Local Human Service Transit Coordination Plan Adoption

**M/S/P** – Harold Solem, Kathi Thymian made motion to adopt the 2011 Local Transit-Human Service Coordination Plan for the five county area of the Upper Minnesota Valley Regional Development Commission.

#### d. Dawson Hedgehog Application

**M/S/P** - Angela Doren, Brett Buer made motion to review the Hedgehog Grant Application from Dawson and recommend action of the \$4000 request. Jeff Olson abstained.

### **4. Discussion Items**

a. Community Development BHAG Report: Strategy A – Ongoing relationship with local units of government. Strategy B – Last year no applications – will encourage cities in our region to apply to help meet their goals. Strategy C – Working on a webinar for bankers in our region to expand their lending programs and also working on an agenda for a workshop in the spring for a transportation forum to educate on processes. Strategy D- meetings set up with several of the smallest cities. Strategy E – since this is the 5-year anniversary of BHAG we will feature what we've done.

b. Resource Conservation and Development District: Discussion made on the direction on how to proceed with this opportunity. The RC&D federal funding has been completely cut and the future of this agency is unknown. Many questions need to be answered before any decisions can be made on whether the UMRDC will have a role.

c. Highway 212 Trail Possibility: Jim Dahlvang will talk to Steve Jones about this project and the importance of it and may ask RDC staff to set up a meeting with the involved parties. This trail is a safety issue and involves 3 counties and 1 city.

**M/S/P** – Brent Olson, Mark Bourne made motion to pursue this trail in all viable directions and to explore options.

- d. Summary of 5-year RDC Assessment: It was decided that there will be no BHAG meeting next month but rather the full-board and staff will meet at 6pm prior to the regular RDC Board meeting to review the results and potential follow up to the results of the 2011 UMRDC Assessment.

All commissioners were encouraged to take some of the updated Antique Guides back with them for distribution in their community.

The interpretive panels on the US/Dakota conflict are finished and were brought to the meeting room for viewing. The panels will be displayed in their designated places in the spring.

The meeting adjourned at 8:15pm.

APPROVED BY:

PREPARED BY:

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Jim Dahlvang  
RDC Chairman

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Jackie Sigdahl  
RDC Administrative Assistant

#1b

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury  
Financial Officer

DATE: February 28, 2012

RE: Treasurer's Report – January 2012  
January Check Listing

Attached is the January 2012 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 January 2012.

**ACTION REQUESTED:**

For the Commission to approve the attached UMVRDC January 2012 Treasurer's Report and also the January check listing (check #16813 through 16855) as presented.

Enc.

	FY12			
	Budget	Expenses	YR-To-DT	
	Revision #1	January	July thru Jan	
<b>DISBURSEMENTS</b>				
Salaries/Fringe	504,000	47,899	285,156	57%
Data Acquisition	500		0	0%
Commissioner's Expense				
Per Diem/FICA	14,000		6,083	43%
Meeting Expense	3,000		1,215	40%
Public Officials Ins.	5,000		6,026	121%
Travel C&C	9,000	302	4,342	48%
Training	7,000		5,260	75%
Audit	13,000		11,436	88%
Hedge Hog Grants	20,000		0	0%
Computer Technical Assistance	18,000	696	4,210	23%
Contract for Services/Comm Dev	12,000	500	2,750	23%
Copy Charge/Xerox Lease	10,000	716	5,648	56%
Depreciation	10,000	1,885	6,273	63%
Dues	3,000		1,032	34%
Insurance	3,500		807	23%
Legal Fees	2,000		0	0%
Miscellaneous/Employee Morale	4,000	529	981	25%
Office Rent	12,210	1,017	8,133	67%
Postage	10,500	231	3,194	30%
Printing/Advertising	5,000		1,954	39%
RDC Marketing Items	2,000		308	15%
Registration/Training	13,000		1,614	12%
Repairs/Maintenance	1,500	132	1,374	92%
Software/GMS Maintenance-Updates	11,000	36	2,584	23%
Sub./Publications	2,000	16	968	48%
Supplies	7,000	403	2,523	36%
Telephone	7,000	625	5,580	80%
Travel/Staff	25,000	1,426	11,056	44%
Art Crawl	18,450		5,344	29%
Tourism Trade Shows/Ads	16,000	2,656	6,346	40%
<b>TOTAL</b>	<b>768,660</b>	<b>59,069</b>	<b>392,195</b>	<b>51%</b>
Revenue over (under) expense	11,673	(3,131)	(16,357)	
<b>Balances at 01-31-2012</b>				
General Checking	\$ 85,368.63			
Money Market	\$537,909.15			
Revolving Loan Fund	\$299,798.52			
Agency Auto	\$ 36,328.94			
Equipment Fund	\$ 18,761.05			
<b>UMVRDC Secretary/Treasurer</b>			<b>UMVRDC Executive Director</b>	

## JANUARY 2012 CHECK LISTING

Checks 16813 through 16855

Check#	Check Date	Vendor Name	Check Amount	Description
16813	01/05/2012	Barr's/Conroy Electric, Inc.	46,000.00	Barr's/Conroy Electric, Inc. Loan
16814	01/11/2012	Appleton Hardware Inc.	8.54	Supplies
16815	01/11/2012	Buttweiler's Do- All Inc.	13,220.00	Benson Commercial Rehab
16816	01/11/2012	Clara City Herald	32.00	Renewal
16817	01/11/2012	Clemen Electric	3,159.00	Appleton Owner Rehab
16818	01/11/2012	Dana F. Cole & Company LLP	32.48	January 2012 Flex Fee
16819	01/11/2012	Deputy Registrar	32.00	Agency Auto License Renewal
16820	01/11/2012	DONS FOOD PRIDE	21.39	Supplies
16821	01/11/2012	Douglas Anderson	41.07	RLF Board Meeting 1/9/12
16822	01/11/2012	Duane A. Miller	4,760.00	Benson Commercial Rehab
16823	01/11/2012	Eugene Schwitters	24.42	RLF Board Meeting 1/9/12
16824	01/11/2012	F & M BANK	231.00	2011 ACH Fees
16825	01/11/2012	Federated Telephone	732.19	Computer Technical Assistance, Email Service
16826	01/11/2012	Grants Management Systems, Inc.	42.74	Supplies
16827	01/11/2012	Josh Falness	23.31	RLF Board Meeting 1/9/12
16828	01/11/2012	KENNETH KOENEN	33.30	RLF Board Meeting 1/9/12
16829	01/11/2012	Louis Sherlin	57.72	RLF Board Meeting 1/9/12
16830	01/11/2012	Mediacom LLC	200.27	Dec. 2011 Phone
16831	01/11/2012	Paul Wilson	38.85	RLF Board Meeting 1/9/12
16832	01/11/2012	PRAIRIE FIVE CAC	53.89	Benson Commercial Rehab Admin
16833	01/11/2012	Regents of the University of MN	500.00	Intern for Fall Semester Final Payment
16834	01/11/2012	Ruth Keller	75.00	Office Cleaning
16835	01/11/2012	Terry Overlander	23.31	RLF Board Meeting 1/9/12
16836	01/11/2012	Upper MN River Watershed Dist.	13,323.00	Browns Valley Diversion
16837	01/11/2012	Upper MN Valley RDC Revolving Loan Fund	460.00	Origination Fee - Barr's/Conroy Electric, Inc.
16838	01/11/2012	Vicki Oakes	22.20	RLF Board Meeting 1/9/12
16839	01/11/2012	VOYAGEUR WEB	350.00	Annual Fee - Web Site
16840	01/11/2012	Walter W. Wulff	37.74	RLF Board Meeting 1/9/12
16841	01/11/2012	West Central Sales	31.90	Garbage Bags
16842	01/11/2012	Western Printing of Marshall	1,914.02	Antiques Guide
16843	01/11/2012	Wilcox Law Office PA	470.00	Filing Fee - Barr's/Conroy Electric, Inc.
16844	01/11/2012	Xerox Corporation	823.10	December 2011 Copies/Lease
16845	01/27/2012	Bangsund Construction Inc.	3,720.00	Appleton Owner Rehab
16846	01/27/2012	Chase Card Services	4,271.60	Agency Auto, Employee Morale, Equipment, Postage, Staff Travel, Misc., Southern MN Visitors Guide, Supplies
16847	01/27/2012	CHIPPEWA COUNTY AUDITOR	476.37	January 2012 Dental Insurance
16848	01/27/2012	CITY OF APPLETON	1,016.67	Office Rent - February 2012
16849	01/27/2012	DAWN HEGLAND	92.00	Cell Phone, Staff Travel



16850	01/27/2012	Heather Nursery		50.00	Refund Meander Ad
16851	01/27/2012	Healthsmart Benefit Solutions, Inc. - NCPERS MN - 954400		48.00	February 2012 Life Insurance
16852	01/27/2012	PRAIRIE FIVE CAC		3,093.23	Appleton Com. Rehab Admin \$298; Benson Com. Rehab Admin \$1,946.11; Granite Falls Rent Rehab Admin \$849.12
16853	01/27/2012	USable Life		31.50	February 2012 Life Insurance
16854	01/27/2012	VOYAGEUR WEB		350.00	Annual Fee
16855	01/27/2012	Xerox Corporation		8.63	Copy Charge
Brett Buer, UMRDC 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: February 28, 2012

RE: FY12 Budget Revision #2

Attached please find Budget Revision #2 for the Upper MN Valley Regional Development Commission's fiscal year 2012. Total revenue has been reduced by \$3,694 and expenses have been increased by \$2,030.

ACTION REQUESTED:

For the Commission to approve the attached UMVRDC budget revision #2 as presented (revenues totaling \$776,639 and expenses totaling \$770,690).

Enc.

					#1b
UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION					
DRAFT FY12 BUDGET REVISION #2					
				Proposed	
	FY12	FY12	FY12		
REVENUES	Budget	Budget Rev #1	Budget Rev #2		
<b>Agency Revenues</b>					
Interest	4,000	4,000	4,000		0
Levy	257,000	257,000	257,000		0
Miscellaneous	1,000	1,000	1,000		0
Certificate of Indebtedness	0	0			0
Hedge Hog Grants	20,000	20,000	16,000		(4,000)
Dawson EDA Grant #2		0	4,000		4,000
Contracts & Reserve	15,000	0	0		0
Reserves for new Grants Admin Staff	8,000	7,000	7,000		0
<b>Economic Development/EDA</b>					0
EDA Planning Grant	64,628	64,628	64,628		0
EDA Center		1,200	1,200		0
WesMN RLF Admin	32,000	32,000	32,000		0
<b>Hazard Mitigation</b>					0
4 County HM Updates	31,492	31,492	31,492		0
LqP Hazard Mitigation Update	5,000	6,060	6,060		0
<b>Technical Assistance</b>					0
Technical Assistance Potential Contracts	10,000	10,000	0		(10,000)
Blandin Demo Community	5,000	5,000	5,000		0
Blandin Marketing	7,100	7,100	7,100		0
Blandin Extension	2,500	2,500	2,500		0
Blandin School Project	0	0	960		960
Clara City Comp Plan (HH 4,250)	11,750	11,750	14,750		3,000
Milan Web	600	500	500		0
Forecast Public Arts Grant	1,500	2,000	2,000		0
Swift Co Emergency Operations Plan	1,000	1,000	1,000		0
Transit Coordination Update	5,000	5,000	5,000		0
Upper Sioux Energy Plan	9,453	9,453	9,453		0
Region 5 Marketing Items			1,500		1,500
MIRC Websites - Echo/Bellingham	4,000	4,000	4,000		0
<b>Grant Writing</b>					0
Grant Writing Potential Contracts	4,000	4,000	0		(4,000)
Granite Falls Byway Grant		0	2,000		2,000
Granite Falls Bridge Grant (DNR)		0	1,000		1,000
Dawson EDA Grant #2		0	4,000		4,000
Dawson EDA Grant	4,000	2,110	0		(2,110)
SCDP App's	6,000	2,000	0		(2,000)
<b>Grants Admin/Management</b>					0
Browns Valley HUD Grant	30,000	30,000	30,000		0
Granite Falls Overall Admin	30,000	30,000	30,000		0
SCDP Appleton	20,000	20,000	20,000		0
SCDP Grant Benson	10,329	10,100	11,256		1,156
SDCP Grant Benson Shortform	2,000	2,000	2,000		0
SCDP Grant GF/Clarkfield	11,503	14,000	14,000		0
<b>Transportation/MN DOT</b>					0
Planning Grant	50,000	50,000	50,000		0
Transit Coordination Update	5,000	5,000	5,800		800
<b>Prairie Waters</b>	65,690	65,690	65,690		0
<b>Byway Interpretation - Schmidt Foundation</b>	10,000	10,000	10,000		0
<b>Byway Corridor Management Plan</b>	0	20,000	20,000		0
<b>Art Crawl</b>	32,750	32,750	32,750		0
	<b>777,295</b>	<b>780,333</b>	<b>776,639</b>		<b>(3,694)</b>

	FY12		FY12	Proposed	
	Budget		Budget Rev #1	FY12	
				Budget Rev #2	
<b>DISBURSEMENTS</b>					
Salaries/Fringe	508,065		504,000	508,000	4,000
Data Acquisition	500		500	500	0
Commissioner's Expense					0
Per Diem/FICA	14,000		14,000	14,000	0
Meeting Expense	3,000		3,000	3,000	0
Public Officials Ins.	5,000		5,000	6,030	1,030
Travel C&C	9,000		9,000	9,000	0
Training	7,000		7,000	7,000	0
Audit	13,000		13,000	12,000	(1,000)
Hedge Hog Grants	20,000		20,000	16,000	(4,000)
Dawson EDA Grant #2				4,000	4,000
Computer Technical Assistance	18,000		18,000	16,000	(2,000)
Contract for Services/Comm Dev	12,000		12,000	10,000	(2,000)
Copy Charge/Xerox Lease	10,000		10,000	10,000	0
Depreciation	10,000		10,000	11,000	1,000
Dues	3,000		3,000	3,000	0
Insurance	3,500		3,500	3,500	0
Legal Fees	2,000		2,000	2,000	0
Miscellaneous/Employee Morale	4,000		4,000	4,000	0
Office Rent	12,210		12,210	12,210	0
Postage	10,500		10,500	10,500	0
Printing/Advertising	5,000		5,000	5,000	0
RDC Marketing Items	2,000		2,000	2,000	0
Registration/Training	13,000		13,000	13,000	0
Repairs/Maintenance	1,500		1,500	2,000	500
Software/GMS Maintenance-Updates	11,000		11,000	11,000	0
Sub./Publications	2,000		2,000	2,000	0
Supplies	7,000		7,000	7,000	0
Telephone	7,000		7,000	7,500	500
Travel/Staff	25,000		25,000	25,000	0
Art Crawl	18,450		18,450	18,450	0
Tourism Trade Shows/Ads	16,000		16,000	16,000	0
<b>TOTAL</b>	<b>772,725</b>		<b>768,660</b>	<b>770,690</b>	<b>2,030</b>
Revenue over (under) expense	4,570		11,673	5,949	(5,724)

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Dawn Hegland  
DATE: February 28, 2012  
RE: Blandin Digital Inclusion Community Partnership Grant

Jacki recently submitting a grant request to the Blandin Foundation that would purchase computers for students and families in need for five local school districts (Ortonville, Benson, Lac qui Parle, MACCRAY, and Yellow Medicine East) who responded to our request for partners. The grant of \$10,960 was awarded to the RDC to facilitate and administer the project.

We plan to complete the following activities within this project:

1. Work with our local school districts on another pilot project to distribute 50 PC's for People computers to families (meeting eligibility criteria). A pre-questionnaire will ask if they currently have a computer and if they currently have an internet connection.
2. Offer an incentive for families with a new computer to subscribe to the internet by providing \$100 to those who show their welcome letter from the provider or first month's bill to the school. The schools acknowledge a new subscription has happened. A follow-up survey will be provided at this time to ask what the total costs of their new subscription cost. The UMRDC will aggregate this data and provide it to Blandin at the end of the project. Twice a month the schools will tell the UMRDC how many new subscriptions have been made and the UMRDC will send a check to the school for disbursement to eligible recipients.
3. The UMRDC will obtain the computers from PC's for People and will distribute to the schools.
4. UMRDC staff will work with school staff to recommend low cost/no cost improvements to the schools website.

5. When families pick up their computer at the school (at a scheduled time) a school staff member will meet with them and provide a tutorial on what can be found on the schools website.

Approximately \$2000 of local match needs to be committed by the UMVRDC to implement this project and half of that will be reimbursed by the grant.

**ACTION REQUESTED:**

For the Commission to authorize the Executive Director's signature on the contract for the Blandin Digital Inclusion Community Partnership Grant of \$10,960 and to authorize \$2,000 in match toward the grant.

**INFORMATION MEMO**

TO: UMRDC Commissioners

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

DATE: February 28, 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**

The Swift County Board of Commissioners approved the Swift County's All Hazard Mitigation Plan on Tuesday, February 7<sup>th</sup>. Swift County Emergency Manager Bill McGeary and RDC staff will be meeting with each of the Swift County cities to consider approving the plan in March. Swift County's plan has been approved by FEMA pending adoptions.

**Minnesota Intelligent Rural Communities – Dawn, Jacki**

Staff wrote a grant for some additional funding to provide at least 50 computers to families in the region who currently do not have access to a home computer. The grant will also provide \$100 to help with the start-up costs of connecting to the internet. The UMRDC will coordinate this effort through schools in the region. Schools that responded with interest include: MACCRAY, Benson, Lac qui Parle, Ortonville, YME.

**Revolving Loan Fund – Jacki**

Approximately \$325,000 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.

**City of Dawson EDA Application – Jacki**

An EDA application for the City of Dawson has been submitted for early review for an industrial park improvement project. Staff will continue to work with the City to obtain all EDA required materials, final application materials are due March 9<sup>th</sup>.

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

The byway is working collaboratively with the Minnesota Historical Society (MHS). MHS is in the process of creating an oral history mobile tour of the U.S.-Dakota War of 1862 and will be able to market the byway as they market their project.

Currently, the Federal Transportation Bill is up for debate. The Byway community is watching closely to see what the future will be for the Federal Scenic Byway Program. Funding could be reduced, and/or consolidated with other programs. The House version repeals the entire Federal Scenic Byway Program, which is a surprise and a concern. Please

take any opportunity to voice your support for this program that provides grass roots economic development for many of our communities.

**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**

Meander has started to solicit sponsors for Meander 2012. A deadline of March 30th has been set.

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

Kristi attended the Explore Minnesota Tourism Conference in Rochester on January 24-25.

Staff is working on a collaboration in the 2012 Minnesota Biking guide to have a map of the Prairie Waters region. Cities have come on board as partners to help offset the expense.

**Smallest Cities Project – Jacki, Kristi, Lindsey**

Staff meet with the City of Marietta on December 19 and the city of Maynard on February 15. Each meeting was held with the city council. Staff helped facilitate a conversation of their needs, and then provided them with ideas to assist them reach their goals.

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

Kristi and Lindsey meet with the Clara City Planning Commission to discuss Transportation and Land Use Planning.

**Granite Falls DNR Federal Recreational Trail Grant Application – Lindsey**

Staff wrote and submitted a DNR Federal Recreational Trail grant application for the Granite Falls Pedestrian Bridge.

Meetings and Conferences

2/22-23/12	Transportation Planner's Quarterly Meeting	Lindsey
2/29/12	MN GO Statewide Multimodal Plan Meeting	Lindsey
3/7/12	Clara City Planning Commission	Kristi/Lindsey
3/21/12	Toward Zero Deaths Meeting	Lindsey

**INFORMATIONAL ONLY- No Action requested**



**INFORMATION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Jacki Anderson, Lindsey Knutson, and Kristi Fernholz  
DATE: February 28<sup>th</sup>, 2012  
RE: Community Development BHAG Update

**BHAG**

Attached is the updated Community Development BHAG sheet. Our committee met and reviewed the goals set forth by the Commission.

**Upcoming Workshops/Trainings**

- Small Business Lending Webinar February
- Transportation Forum April/May
- ED Pro's Meeting May

**Outreach / Program Updates**

- 20 cities identified community sirens as a need in the hazard mitigation plans. Staff have connected with HSEM & USDA as potential funding sources and have sent funding opportunities to all 20 cities along with applications to apply for funding.
- Outreach went very well to our smallest cities (population under 500). Internal goals included:
  1. Receiving 5 inquiries regarding this opportunity or other services
    - To-date we've had five communities inquire about a planning session.
  2. Complete a planning session with 3 communities
    - Marietta was completed in January
    - Maynard & Clinton were completed February.

**INFORMATIONAL ONLY- No Action requested**

Enclosure

Community Development: Be the premier agency for community development in Region 6W.				
Base Camps: 70% - 80% -	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.	
<b>Strategy A.</b>	<b>Tactics</b>	<b>Timeline</b>	<b>Measurement</b>	<b>Accomplishments</b>
<b>Increase relationships with LUGs to better understand their needs and how we can assist them.</b>	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?	1. Sent out information from Rural Water Workshop 2. Hosting a spring transportation forum april/may
	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". Graceville, Echo, Bellingham, Milan, Marietta, Clara City, Maynard, Clinton	Marietta - Ordinance Update
	3. Staff debrief after RDC meetings on potnetial topics to follow-up on from round robin discussions.	Monthly	Did staff meet monthly to debrief?	On-going. Staff connect on a regular basis to follow-up on regional opportunities.
<b>Strategy B.</b>	<b>Tactics</b>	<b>Timeline</b>	<b>Measurement</b>	<b>Accomplishments</b>
<b>Apply to state and federal agencies on behalf of community and regional projects through contracts with LUGs.</b>	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.	No applications. Were working with Ortonville, Big Stone County & Granite Falls. Have 3-4 potential opportunities for FY13
	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.	Letters will go out to 20 communities who identified sirens as need in the county hazard mitigation plan. The letter connects cities with USDA & provides an application for funding
<b>Strategy C.</b>	<b>Tactics</b>	<b>Timeline</b>	<b>Measurement</b>	<b>Accomplishments</b>
<b>Provide a regional format for education.</b>	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. CERTs/Small Business Lending/HSEM?/Transportation Forum	
	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). Forecast Grant (being planned) Broadband Forum (being planned)	ED Pro's August 2011
<b>Strategy D.</b>	<b>Tactics</b>	<b>Timeline</b>	<b>Measurement</b>	<b>Accomplishments</b>
<b>Helping our smallest cities</b>	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.	Inquiries: Watson, Milan, Maynard, Marietta, Clinton
	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.	Completed: Marietta Scheduled: Maynard, Clinton
<b>Strategy E.</b>	<b>Tactics</b>	<b>Timeline</b>	<b>Measurement</b>	<b>Accomplishments</b>
<b>Ensure integration of community development projects in local and regional plans.</b>	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 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.	See handout.
	2. 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.	

**INFORMATION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland

DATE: February 28<sup>th</sup>, 2012

RE: Accounting Specialist Position

Due to Barb Jordahl's impending retirement in July 2012 we are advertising for an Accounting Specialist with the position starting May 1. Arlene and I have spent some time configuring this new position that will involve assisting in the financial department and managing the RLF. The position was advertised in all local papers plus Willmar. Attached is the job description. The application, job description and other related materials are all listed on our website.

**INFORMATIONAL ONLY- No Action requested**

Enclosure

# Job Description

**Job Title:** Accounting Specialist  
**Department:** Finance  
**Reports To:** Finance Officer  
**Status:** Full time, a minimum of 40 hours a week. Exempt  
**Class:** IV  
**Prepared By:** Dawn Hegland  
**Prepared Date:** 2-13-12  
**Review:** After first 6 months, then annually

**Summary** Assists with various accounting activities. Also responsible for administering a federally funded business loan program.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

## **Financial**

- Assist with budget preparation and monitoring – including preparation of the indirect cost plan;
- Assisting with the preparation of monthly financial statements of revenues and expenses, prepares reports for staff, Executive Director and Board;
- Monitor contracts and invoice when appropriate and following up on payment;
- Accounts Receivable – code and enter receipts into accounting software program;
- Maintains records of all invoices for auditing purposes.
- Accounts Payable – code invoices and enter invoice information into accounting software program to generate checks for payment;
- Payroll – process semi-monthly payroll for employees and monthly payroll for board members , prepare quarterly and annual payroll tax reports – including W2 and 1099 preparation;
- Run detailed project reports as requested;
- Prepare state and federal program reports;
- Assist with A-133 Audit preparation.

## **Loan Management**

- Promote the revolving loan fund (RLF) by contacting bankers and lenders within the region;
- Work with loan candidates to complete the application;
- Work with loan borrowers on loan modification requests;
- Analyze loan applications for compliance with Federal regulations;
- Prepare RLF board packets and attend board meetings to present loan applications to the board for review and board action;
- Schedule closing and coordinate information necessary for the attorney to ensure all closing documents are in order and ready for closing;
- Submit all required reports;
- Ensure that the RLF Plan is updated as required;
- Enter loan payments each month and provide the board with a report on repayments and bank balances.

## **Grants Administration**

Assist with the following:

- Work with grant recipients to make sure all state and federal grant conditions are met;
- Manage files and prepare required reports;
- Prepare annual reports;
- Process requests for payment.

## **Supervisory Responsibilities**

This position has no supervisory responsibilities.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and within budget.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports

everyone's efforts to succeed.

- Change Management - Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change.
- Delegation - Delegates work assignments when appropriate; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organizational goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Work Management – Ability to frequently multitask and prioritize work.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, the following requirements apply.

#### **Other Requirements**

- Strong understanding of accounting principles and procedures; Knowledge of basic government accounting principles and methodologies a plus.
- Knowledge of payroll procedures and related tax filings and reporting requirements.
- Must have basic knowledge of financial management software.
- Knowledge of generally accepted loan processing procedures.
- Valid driver's license.
- Some overnight travel necessary.
- Some evening and early morning meetings required.
- Interest in pursuing additional training and professional certifications.
- All finalists considered will be subject to a criminal background check and credit report.

#### **Education and/or Experience**

Minimum four year degree in finance and/or accounting and two years related

experience.

The Commission, however, reserves the right to waive any of the proceeding requirements in the event that an applicant demonstrates that he/she has extraordinary amounts of work experience or education relating to the position.

### **Language Skills**

Ability to read, analyze, and interpret technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information to groups.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of accounting software; payroll systems; loan management software; and excellent Microsoft Excel and Word skills.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The UMRDC is a small office of less than 10 professional staff in a flexible, family friendly environment.

The noise level in the work environment is usually quiet. Individual offices are provided. Common space is available for meetings and group interactions

### **Other**



The UMRDC and employee's have an employee relationship known as employment-at-will. This means that either the UMRDC or an employee has the right to terminate the employment relationship at any time for any reason not prohibited by law. This job description is not intended to be all-inclusive, and employee will also perform other reasonably related job duties as assigned by the Executive Director. The employee is expected to comply with established office, administrative, and personnel policies. The UMRDC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee Acknowledgement

  \  \    
Date

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Jacki Anderson, Senior Planner  
DATE: February 28<sup>th</sup>, 2012  
RE: Loan Advisory Board Recommendations

Please find the Loan Advisory Board recommendations from their January 9<sup>th</sup> RLF meeting.

**LOAN ADVISORY BOARD RECOMMENDATIONS / ACTION REQUESTED:**

1. Motion to approve the RLF Plan
2. Motion to approve the RLF Plan and authorize the Chairman and Executive Directors signatures on the corresponding resolution approving the RLF Plan.
3. 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.

**RESOLUTION**

Certification of the Upper Minnesota Valley Revolving Loan Fund Plan

**WHEREAS**, the Upper Minnesota Valley Revolving Loan Fund (RLF) is committed to long-term gap financing assistance to businesses in Region 6W; and

**WHEREAS**, the establishment of long-term employment opportunities for residents in the region is high priority; and

**WHEREAS**, input for creating the RLF Plan was solicited from each Region 6W county through a RLF Advisory Board membership, Upper Minnesota Valley Regional Development Commission and the Region 6W Comprehensive Economic Development Strategy (CEDS) Committee in order to ensure broad geographic representation; and

**WHEREAS**, the UMVRDC has reviewed the RLF’s performance for the preceding year and the RLF Plan; and

**WHEREAS**, the RLF Plan is consistent with and supportive of Region 6W’s CEDS; and

**THEREFORE, BE IT RESOLVED**, that the Upper Minnesota Valley Regional Development Commission certifies and endorses the Upper Minnesota Valley RLF Plan as prepared and is committed to supporting the goals and objectives found within.

\_\_\_\_\_  
Chairman (UMVRDC)

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Executive Director (UMVRDC)

\_\_\_\_\_  
Date

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: February 28, 2012

RE: Personnel & Board Policies

The Personnel Committee met on January 19 at the UMVRDC office to discuss employee and board policies. Copies of these recommended policy revisions were handed out at the January meeting for your review. For your convenience these policy revisions can also be downloaded from the same location you download your monthly board meeting packet.

**ACTION REQUESTED:**

Adopt the revised Personnel Policies and Board Policies.