



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 24, 2014 - 6:30 PM**

**Introductions**

**Approve Agenda/Additions**

1. **Consent Agenda Items**
  - a. Minutes from January 28, 2014
  - b. January 2014 Treasurer's Report and List of Bills
  - c. Entry Level Planner Job Offer
  - d. Katie Kellner Resignation
  - e. Experienced Planner Job Offer

**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: Kristi**

2. **Information Items**
  - a. Planner Update
  - b. Executive Director Update
  - c. Granite Falls Grant Writing Contract
3. **Action Items**
  - a. RLF
4. **Discussion Items**
  - a. Salary Structure

Adjourn

*Next Meeting Date: March 25, 2014 (BHAG meetings prior to full March meeting)*

*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 28, 2014

Board Members Present: Bruce Swigerd, Juanita Lauritsen, Gary Johnson, Jim Dahlvang, Jeff Olson, Scott Peterson, Warren Rau, Kathi Thymian, Graylen Carlson, Brent Olson, Rusty Dimberg, Mark Bourne, Debra Lee Fader, Jim Schmaedeka, Scott Rixe

Board Members Absent: Gary Hendrickx, Brett Buer, Vicki Oakes, Mike Fugleberg

Staff Present: Dawn Hegland, Randy Larson, Melissa Carruth and Jackie Sigdahl

Guests: None

### **Call to Order**

Vice-Chair Thymian called the meeting to order at 6:30 p.m.

### **Approve Agenda/Additions**

**M/S/P** –Rusty Dimberg, Mark Bourne made motion to approve the agenda with the addition of 3b. Phone System; 4a. Survey, 4b. Staffing Update, 4c. MNRAAA, 4d. Heating and 4e. HR Sharing. Also, 3a has been removed from the agenda.

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

- a. Approve Minutes from November 2013
- b. Approve November & December Treasurer's Report and List of Bills
- c. Board of Directors Meeting

**M/S/P** – Jim Dahlvang, Gary Johnson made motion to accept and approve the Consent Agenda Items as follows: approval of minutes from the November meeting; approval of the November & December Treasurer's Report showing current expenses and current revenue along with the check listings as presented; approved the minutes from the December Board of Directors Meeting.

### **ROUND ROBIN DISCUSSION:**

- *Gary Hendrickx, Swift County:* absent.
- *Brent, Big Stone County:* The slate roof of the courthouse is being worked on. The highest insurance claims for 2013 came from two cases of pre-mature births.
- *Gary Johnson, Yellow Medicine County:* The square footage of new courthouse has been cut back – the cost is now \$5.8 million. The board would like a tourism presentation from Prairie Waters soon. Looking at bonding for ditch repair - \$1.2 million project. Having discussion on employee health insurance. Concern for prairie restoration- 20% of agri-land turned back into native grass.
- *Rusty, Big Stone County Townships:* Annual meeting is scheduled for April 3<sup>rd</sup>.
- *Brett, Dawson/Boyd Schools:* absent.

- *James, Chippewa County Townships:* The wind is causing problems on many roads so several have been blocked.
- *Jim, Chippewa County:* The city recently held an open house regarding the 90-bed Veteran's Nursing Home – nothing but positive comments. A total of \$5 million has been committed-\$3 million from county and \$2 million from the city. Total cost for project is \$32 million. Looking for support from surrounding communities for this project.
- *Bruce, Prairie Five CAC, Inc.:* Funding is still an issue but the staff continues to do a great job for local residents.
- *Mark, LqP County Townships:* The budget is looking good. The annual meeting is scheduled for March.
- *Jeff, LqP County Municipalities:* passed.
- *Scott, YM County Municipalities:* Renewing contract with Mediacom – the weather channel is the biggest issue.
- *Juanita, Workforce Council:* passed.
- *Warren, Swift County Townships:* All rural addressing signs have been changed. The proposed budget for 2015 is being worked on. The annual meeting is scheduled for March 7<sup>th</sup> at 9am in Benson.
- *Debra Lee, Chippewa County Municipalities:* Hwy 7 will be detoured while they replace the bridge across the Chippewa River.
- *Graylen, LqP County:* Bluegrass Proteins has purchased the AMPI building in Dawson. It will create approximately 50-60 jobs. Bellingham proposing interest-free loan to residents to demolish old, run-down buildings – county may do a match. County EDA is cleaning up bylaws & procedures. US Fish & Wildlife 160 acres easement addition in county. County doing a \$1 million MIF grant.
- *Vicki, Ortonville EDA:* absent.
- *Scott R., Big Stone County Municipalities:* The city approved raising the water and sewer rates to \$21-water and \$31-sewer. Toqua Park -the County park/city park issues.
- *Kathi, Ortonville School:* passed
- *Mike, Swift County Municipalities:* absent.

**Staff presentation:**

New employees Randy Larson, Loan Officer and Melissa Carruth, Marketing Coordinator were introduced. They both started their employment on January 6<sup>th</sup>.

**2. Information Items**

- a. Planner Update - no questions/comments
- b. Executive Director Update – no questions/comments
- c. New Mileage Rate – no questions/comments
- d. EDA Certificate of Indirect Costs – no questions/comments

**3. Action Items**

- a. RLF – removed from agenda, other lending fell through.

b. Phone System

**M/S/P** - Jim Dahlvang, Brent Olson made motion to approve up to \$7000.00 for a new agency phone system.

**4. Discussion Items**

a. Survey

The board members were given a few minutes to complete a self-assessment. Results will be shared at the February meeting.

b. Staffing Update

Dawn gave an update on the status report for the open Planner positions. We are having difficulty finding quality people. The position will continue to be posted until filled.

c. MNRAAA

Gary Johnson mentioned that the organization has an open position on their board. Discussion made on whether anyone from this board would be interested in representing this area.

d. Heating

Rusty Dimberg shared his concern regarding the cost of propane and the hardship on agencies such as Prairie Five and the Salvation Army.

e. HR Sharing

Discussion made on the interest in sharing an HR person between the counties. Currently, Yellow Medicine County and Big Stone County each have a FT HR employee. Chippewa and Swift are interested in looking into this. IT is another possibility of sharing between the counties. Dawn will sit in on these meetings once they get scheduled.

**Adjournment**

A motion by Rusty Dimberg, Scott Rixe for adjournment was made at 8:00pm.

APPROVED BY:

PREPARED BY:

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Gary Hendrickx  
RDC Chairman

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Jackie Sigdahl  
RDC Administrative Assistant

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury  
Financial Officer

DATE: February 20, 2014

RE: January 2014 Check Listing & Treasurer's Report

Attached is the treasurer's report for January 2014. 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 of 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 2014.

**ACTION REQUESTED:**

For the Commission to approve the attached January 2014 Treasurer's Report and the January 2014 check listing (check #17971 through 18009) as presented.

Enc.





| <b>JANUARY 2014 CHECK LISTING</b> |                   |                                   |                     |  |
|-----------------------------------|-------------------|-----------------------------------|---------------------|--|
| <b>Checks</b>                     | <b>17971</b>      | <b>To</b>                         | <b>18009</b>        |  |
| <b>Check#</b>                     | <b>Check Date</b> | <b>Vendor Name</b>                | <b>Check Amount</b> | <b>Description</b>   |
| 17971                             | 01/06/2014        | Advocate Tribune                  | 57.40               | Marketing Coordinator Advertising  |
| 17972                             | 01/06/2014        | Appleton Oil Company              | 330.16              | Astrostarter for Malibu  |
| 17973                             | 01/06/2014        | CHIPPEWA COUNTY AUDITOR/TREASURER | 455.88              | January Dental Insurance   |
| 17974                             | 01/06/2014        | CITY OF APPLETON                  | 1,016.67            | January Rent   |
| 17975                             | 01/06/2014        | DAWSON SENTINEL                   | 70.00               | Marketing Coordinator Advertising  |
| 17976                             | 01/06/2014        | DONS FOOD PRIDE                   | 38.68               | Supplies   |
| 17977                             | 01/06/2014        | DVS Renewal                       | 16.00               | Registration and Filing fees - Van   |
|                                   |                   |                                   | 16.00               | Registration and Filing Fees - Malibu  |
| 17978                             | 01/06/2014        | Federated Telephone, Inc          | 333.00              | Spam Blocker, Computer Maintenece  |
| 17979                             | 01/06/2014        | Grants Management Systems, Inc.   | 50.00               | Webinar  |
| 17980                             | 01/06/2014        | JENIFER FADNESS                   | 31.85               | COBRA withheld from paycheck reimbursement   |
| 17981                             | 01/06/2014        | Mediacom LLC                      | 222.99              | Agency Telephone/Prairie Waters Telephone  |
| 17982                             | 01/06/2014        | NCPERS Minnesota                  | 32.00               | December Life Insurance  |
| 17983                             | 01/06/2014        | Ortonville Independent            | 65.20               | Marketing Coordinator Advertising  |
| 17984                             | 01/06/2014        | Ruth Keller                       | 60.00               | December Office Cleaning   |
| 17985                             | 01/06/2014        | SOUTHWEST RDC REGION 8            | 75.00               | Association of Minnesota Counties Annual Conference Vendor Fair Booth Fee                  |
| 17986                             | 01/06/2014        | South Dakota Magazine             | 198.00              | Meander Advertising  |
| 17987                             | 01/06/2014        | Swift County Monitor-News         | 51.80               | Marketing Coordinator Advertising  |
| 17988                             | 01/06/2014        | The Appleton Press                | 134.30              | Marketing Coordinator Advertising, Byway Calendar Printing, Binding and Drilling, Supplies |
| 17989                             | 01/06/2014        | United States Treasury            | 8.07                | Aflac withholding adjustment   |
| 17989                             | 01/06/2014        | VOIDED - United States Treasury   | -8.07               | Aflac withholding adjustment   |
| 17990                             | 01/06/2014        | VOYAGEUR WEB, INC                 | 350.00              | Byway Domain Name Hosting  |
| 17991                             | 01/06/2014        | WESTERN GUARD                     | 14.40               | Marketing Coordinator Advertising  |
| 17992                             | 01/06/2014        | Xerox Corporation                 | 549.16              | December Copy Charge and Billable Prints   |
| 17993                             | 01/24/2014        | CANBY NEWS                        | 31.64               | Planner Help Wanted Ad   |
| 17994                             | 01/24/2014        | Chase Card Services               | 7,321.58            | Dawn - Postage/Travel/Praire Waters Ads  |
|                                   |                   |                                   | 401.59              | Arlene - supplies/postage  |
|                                   |                   |                                   | 11.75               | Kristi - staff travel  |
|                                   |                   |                                   | 746.82              | Lindsey - staff travel/APA training/Preservation Alliance membership                       |
|                                   |                   |                                   | 191.10              | Jenifer Prairie Waters FB ads/banner creations   |
|                                   |                   |                                   | 122.45              | Agency Auto fuel   |
| 17995                             | 01/24/2014        | Clara City Herald                 | 94.00               | Planner Help Wanted Ad/Annual Renewal  |
| 17996                             | 01/24/2014        | Dana F. Cole & Company LLP        | 133.50              | Extra Copies of Audit  |
| 17997                             | 01/24/2014        | Employee Relations                | 99.50               | New Hire Background Checks   |
| 17998                             | 01/24/2014        | Jim's Clothing & Sporting Goods   | 219.80              | Shirts/Jacket New Staff  |
| 17999                             | 01/24/2014        | State Bank of Bellingham          | 150,000.00          | Certificate of Deposit   |
| 18000                             | 01/24/2014        | VOYAGEUR WEB, INC                 | 180.00              | Prairie Waterst Anaul web site rental/domain name hosting                                  |
| 18001                             | 01/27/2014        | Dana F. Cole & Company LLP        | 27.00               | January Flex Fee   |
| 18002                             | 01/27/2014        | Ruth Keller                       | 60.00               | January Office Cleaning  |
| 18003                             | 01/27/2014        | USAbile Life                      | 22.10               | February 2014 Life Insurance   |



|  |            |                   |                                  |                       |
|--|------------|-------------------|----------------------------------|-----------------------|
| 18004                                    | 01/27/2014 | Eugene Schwitters | 49.28                            | RLF Board Mtg 1-13-14 |
| 18005                                    | 01/27/2014 | Joe Fox           | 11.20                            | RLF Board Mtg 1-13-14 |
| 18006                                    | 01/27/2014 | Louis Sherlin     | 58.24                            | RLF Board Mtg 1-13-14 |
| 18007                                    | 01/27/2014 | Paul Wilson       | 39.20                            | RLF Board Mtg 1-13-14 |
| 18008                                    | 01/27/2014 | Terry Overlander  | 23.52                            | RLF Board Mtg 1-13-14 |
| 18009                                    | 01/27/2014 | Walter W. Wulff   | 38.08                            | RLF Board Mtg 1-13-14 |
|  |            |                   | \$ 164,050.84                    |                       |
|  |            |                   |                                  |                       |
|  |            |                   |                                  |                       |
|  |            |                   |                                  |                       |
| Jim Schmedeka, UMRDC Secretary/Treasurer |            |                   | Dawn Hegland, Executive Director |                       |
| Gray highlights are pass-thru expenses   |            |                   |                                  |                       |

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: February 24th, 2014

RE: Planner Job Offer

An offer for the entry level planner position was extended to Emily Elizabeth Zueg-Robertson of Eau Claire, Wisconsin. She completed her Master's Degree in City and Regional Planning from Rutgers University after her Bachelor's in Architecture with a Housing Studies Minor from the U of MN and has been working as a research associate at the Cornwall Center for Metropolitan Studies at Rutgers and an economic development internship at the City of Plainfield, NJ. We are completing a formal background and credit check and have extended a job offer contingent on board approval.

She will be classified as an exempt employee at the Level IV- Step 2. Salary will be \$41,007 per year. We are waiting to determine her first day of work until she secures housing in the area. I hope to have her on board by March 17.

Her primary responsibilities will include work on the hazard mitigation plans with Kristi and safe routes to school plans with Lindsey and other work yet to be determined and as time allows.

**ACTION REQUESTED:**

Authorize the job offer to Emily Elizabeth Zeug-Robertson for the entry level planner at Level IV- Step 2 at \$41,007 per year.

DH

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: February 24th, 2014

RE: Katie Kellner Resignation

I received and accepted on behalf of the board a letter of resignation from Katie Kellner on February 12 with her last day in the office as February 26. Katie has taken a job opportunity with Prairie Five.

Arlene and I are currently reviewing project work load and responsibilities in order to determine the needs for rehiring. Meanwhile, Randy and Jackie will help with some financial duties and Arlene will monitor the grants administration projects.

**ACTION REQUESTED:**

Accept the resignation from Katie Kellner effective February 26.

DH

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: February 24th, 2014

RE: Experienced Planner Job Offer

A conditional job offer for the experienced planner position was extended to Marcus Grubbs from the Bemidji. He completed his Bachelors in environmental Studies and Biology from U of MN Morris and his Master's in Urban and Regional Planning from the U of MN Twin Cities and has been working as a planner at the Headwaters Regional Development Commission and previously as an intern at the Region 5 Development Commission. We are waiting for him to accept the job offer and then will complete a formal background and credit check.

He will be classified as an exempt employee at the Level IV- Step 6. Salary will be \$44,207 per year. We are waiting to determine his first day of work until he accepts the position and secures housing in the area.

His primary responsibilities will include work under the EDA Planning Grant and other community development work yet to be determined and as time allows.

**ACTION REQUESTED:**

Authorize the job offer to Marcus Grubbs for the experienced planner at Level IV- Step 6 at \$44,207 per year.

DH

**INFORMATION MEMO**

TO: UMRDC Commissioners

FROM: Kristi Fernholz, Arlene Tilbury, Katie Kellner, Melissa Carruth, Randy Larson & Lindsey Knutson

DATE: February 24, 2014

RE: **Planner Update**

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

**Hedgehog Grants:**

FY14 Hedgehog Funds Available: \$ 20,000

**Funds Awarded**

No funds awarded yet in FY14

**Contracts:****Clara City Small Cities Grant 2013 Application – Kristi**

The Clara City SCDP full application is due Feb 27.

**Canby Zoning Ordinance Update – Lindsey**

Lindsey is working on Canby's Zoning Ordinance update and will be meeting with Nick, the City Administrator in March to review progress of the update.

**Program Updates:****Meander – Kristi**

Bid requests for the Meander brochure and sponsor requests were sent in January/Feb for Meander 2014.

**Revolving Loan Fund – Randy**

As of January 31st, about \$632,000 is available for lending. Currently, there is a loan application being reviewed, a couple of inquiries, and three loans to be approved/denied.

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

The byway met in February to continue work on the Interpretive Plan. An RFP is being created to redo the Byway Website in 2014. There will be a state byway conference March 25 & 26<sup>th</sup>.

**Prairie Waters Regional Tourism – Melissa and Kristi**

Melissa and Kristi attended the Explore Minnesota Tourism Conference on February 4<sup>th</sup> and 5<sup>th</sup>.

Ads have been placed in Have Fun Biking, Explore Southern Minnesota Guide, Midwest Living, MN Offroad/Adventures, AAA Home and Away, Bird Watchers Digest, and Field Trip Library magazines.

The Prairie Waters Board is currently looking to fill vacancies from Dawson and Appleton.

A letter and email was sent out to the Yellow Medicine cities offering them the opportunity to do a cooperative advertisement with Prairie Waters. The attachments explained the promotional and cost benefits of doing a co-op ad.

An RFP is being created to redo the Prairie Waters Website in 2014.

### **Safe Routes to School - Lindsey**

Lindsey has been holding SRTS implementation meetings with all of the schools/communities that have completed plans this past year and is continuing the planning process with Montevideo and Clarkfield.

### **Granite Falls EDA Lift Station – Katie**

The City has been recently notified of EDA's concurrence with their recommended contractor bid award. The contract between the City and the contractor will be executed and submitted to EDA in February. The project is progressing rapidly and construction is scheduled to begin when weather conditions permit.

### **Granite Falls DNR Outdoor Recreation Grant Writing – Lindsey**

Granite Falls has recently contracted with us to write their DNR Outdoor Recreation grant to make improvements to camping and restroom facilities at Memorial Park. The grant writing contract between Granite Falls and the UMRDC is for \$2,080 and it is due March 31.

### **Contract development/Proposals:**

The following is a list of potential contract and proposals that staff is working on.

- YME Strategic Planning, Al Stoeckman – Kristi and Lindsey
- The Nature Conservancy/DNR Interp Panels, Joe Blasick and Dave Trauba – Kristi
- Upper Sioux Community Hazard Mitigation Application – Kristi
- Granite Falls DNR Outdoor Recreation Grant Writing – Lindsey

### **Contracts active in FY14**

Swift County Solid Waste Plan

Milan Comp Plan Update

Dawson EDA Grant

Granite Falls EDA Grant

Big Stone HM

Chippewa HM

Yellow Medicine HM

Canby Zoning Ordinance Update

Safe Routes to School Plans 1 (MnDOT)

Safe Routes to School Plans 2 (MnDOT)

SRTS Implementation (MnDOT)

### **Anticipated Completion**

Complete

Complete

February 2016

March 2016

April 2016

April 2016

April 2016

August 2014

December 2013

October 2014

October 2015

### **INFORMATIONAL ONLY- No Action requested**

**INFORMATION MEMO**

TO: UMRDC Commissioners  
FROM: Dawn Hegland  
DATE: February 24, 2014  
RE: Director's Report

In an effort to update the Commission on my activities, I prepared the following brief summary of actions that I am working on.

- Prepared exit interview and notes for Katie Kellner.
- Interviewed 2 staff for open planner positions. Completed background and reference check and hiring procedures for potential new staff.
- RLF- worked with Randy on 3 large February RLF loan request and one potential March request. Mentoring new staff.
- Met with RDC Executive Directors for our quarterly meeting. Reviewed the Greater MN Development Strategy (GMDS), led a comparison on salary between RDCs, met with DEED staff to discuss new program opportunities, discussed NADO policy and upcoming conference, RDC marketing, met with representatives from the ST cloud and Rochester area regarding partnering on the GMDS and other programs undertaken by RDCs across the state.
- Reported to RDC Executive Directors the request to have RDCs review byway plans across MN to develop priority project lists for the new Transportation Alternatives program.
- Part of a committee that met with DEED staff to discuss opportunities to collaborate between their Regional Competiveness project and our GMDS project.
- Reviewed funding proposals to develop a Greater MN Economic Development Strategy to several of the large private foundations in MN on behalf of RDCs.

**INFORMATIONAL ONLY- No Action requested**

**INFORMATION MEMO**

TO: UMRDC Commissioners  
FROM: Lindsey Knutson, Planner  
DATE: February 24, 2014  
RE: Granite Falls Grant Writing Contract

The City of Granite Falls has entered into a contract with the UMRDC to write a MN DNR Outdoor Recreation Grant application to improve the campground and restroom facilities at Memorial Park. The grant writing contract between the City of Granite Falls and the UMRDC is \$2,080.00. Since the contract amount is small, this memo is for information only and the contract has already been executed. A copy of the contract is attached for your review.

**INFORMATIONAL ONLY- No Action requested**



**ACTION MEMO**

TO: UMRDC Commissioners  
FROM: Randy Larson, Loan Officer  
DATE: February 24<sup>th</sup>, 2014  
RE: Loan Advisory Board Recommendations

**Loan Request:** On February 10<sup>th</sup>, the loan advisory board made the recommendation to approve the loan request from West Central Powder Coating, Inc. (WCPCI) in the amount of \$100,000. The loan will be used to finance the real estate portion of this new business start-up.

**Loan Request:** The loan advisory board made the recommendation to approve the loan request from Northern Geo in the amount of \$150,000. This loan will aid in the start-up of this geothermal heat pump manufacturer by financing some of the equipment and working capital needed to get the business started. The business will be operating out of the vacant Econar building in Appleton.

**Loan Request:** The loan advisory board made the recommendation to approve the loan request for Bluegrass Proteins, Inc., through a SWIF Participation Agreement, in the amount of \$200,000. The requested funds will be used to aid in the financing of \$5 million worth of new equipment that is used to dry and process whey proteins. Bluegrass Proteins, Inc. is a start-up company and is a wholly owned subsidiary of Bluegrass Dairy and Food, Inc. (in Kentucky). The company will conduct its operations out of the for AMPI facility. Our loan will be in the form of a participation agreement through SWIF.

**Action Requested:**

For the board to approve a \$100,000 loan from the Disaster RLF at 4%, amortized over 15 years, with a right to adjust the interest rate at 5 years, and a balloon payment at 10 years *to West Central Powder Coating, Inc. with a shared 3<sup>rd</sup> position CRE/UCC on the land, building, and new/existing equipment. This loan is contingent upon all other lender's participating.*

For the board to approve a \$150,000 loan (\$100,000 from the Disaster RLF and \$50,000 from the Original RLF) at 4%, amortized over 10 years with a 7 year term, to Northern Geo for the purchase of equipment and the working capital needed to start-up operations with a shared 2<sup>nd</sup> pro-rata on A/R, Inv., and Equip.

For the board to approve a \$200,000 (\$100,000 from the Disaster RLF and \$100,000 from the Consolidated RLF) loan at 4%, amortized over 10 years with a 5 year term, and the first 6 months of the 120 month amortization to consist of interest only (part of the participation agreement) *to Bluegrass Proteins, Inc. (SWIF Agreement) for the purchase of new equipment with a shared 2<sup>nd</sup> on real estate, machinery, and equipment. This loan request is dependent on all of the other lenders participating.*

**DISCUSSION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: February 24, 2014

RE: Salary Schedule

Arlene and I have been reviewing comparable salary schedules to determine if our ranges for hiring were competitive. I reviewed my comparison and some preliminary recommendations with the Board of Directors in December and was able to add a little more detail after the January RDC Executive Directors meeting. I hope to meet with the Board of Directors prior to the February meeting to review the draft and present some recommendations at the full board meeting.

**ACTION REQUESTED:**

Discussion regarding salary ranges.

DH