



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
January 22, 2013 - 6:30 PM

Introductions

Approve Agenda/Additions

1. **Consent Agenda Items**

- a. Approve Minutes from November 27, 2012
- b. Approve Treasurer's Report and List of Bills
- c. Cafeteria Plan Amendment Resolution
- d. Dawson EDA Administrative Contract
- e. Byway Legacy Grant 2013
- f. 2013-2014 SRTS Grant Application Letters of Support from RDC
- g. Byway Interpretive Consultant Contract

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

Presentation: Charlie Poster, MN Dept. of Ag AGRI Fund (Agricultural Growth, Research and Innovation) a rural economic development tool aimed at adding value to Ag commodities.

Citizen Comments

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

Staff Presentation – Jenifer Fadness

2. **Information Items**

- a. Planner Update
- b. Executive Director Update

3. **Action Items**

- a. RLF Action Items from January meeting
- b. Personnel Committee Meeting Report

4. **Discussion Items**

- a. BHAG Recap – Marketing
- b. CEDS Update

Next Meeting Date: February 26, 2013

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

November 27, 2012

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

Board Members Absent: Brent Olson, Angela Doren, Kathi Thymian, Jeff Olson

Staff Present: Dawn Hegland, Arlene Tilbury, Katie Kellner and Jackie Sigdahl

Guests: Nancy Agesen, Dana Cole; Elaine Spain, MNRAAA (via Skype)

Call to Order

Chairman Hendrickx called the meeting to order at 6:30 p.m.

Introductions

None made

Approve Agenda/Additions

M/S/P – Mark Bourne, Rusty Dimberg made motion to approve the agenda with the addition of two items: 2f. Elaine Spain, MN River Area Agency on Aging – Veteran’s Transportation Community Living Initiative Update under Information Items and 3c. Twin Cities & Western Railroad/Southwest Light Rail Transitway Letter under Action Items.

1. Consent Agenda Items

- a. Approve Minutes from October, 2012
- b. Approve Treasurer’s Report and List of Bills
- c. Agency Vehicle Replacement
- d. New RLF Savings Account
- e. FY12 Fund Balance Review
- f. Christmas Eve Day Office Closure
- g. Board Policy
- h. Employee Health Savings Accounts
- i. EDA RLF Resolution #2
- j. EDA RLF Award Notice/Authorization
- k. Amend Swift County Solid Waste Plan
- l. Byway Legacy Grant
- m. Dawson EDA Contract
- n. Granite Falls EDA Contract

M/S/P – Gary Johnson, Juanita Lauritsen made motion to accept and approve the Consent Agenda Items as follows: minutes of the October 2012 meeting; approval of the October 2012 Treasurer’s Report showing current revenue of \$33,777 and current expenses of \$63,833 along with the check listing from #17312-17387; authorization to purchase a new agency vehicle; approve the opening of an RLF Savings Account for the new disaster-oriented funds; approval of the adjusted fund balance totals for FY12; authorization for office closure on December 24th; approve the Conflict of Interest and Per Diem and Travel Reimbursement policies; approval of the contribution to an employee owned health savings account and changes to policy reflecting this change; authorize signatures on the EDA resolution for the submission of the RLF application; authorization for Executive Director’s signature on the RLF EDA Grant Administration Contract; approval of signature’s on the extension for the Solid Waste Plan for Swift County; authorization of signature on the grant request to the Minnesota Historical Society for Byway; approval for Executive Director’s signature on the Dawson EDA Contract; and authorization for Executive Director’s signature on the Granite Falls Contract.

Citizens Comments – none

ROUND ROBIN DISCUSSION:

- *Angela, Big Stone County Municipalities:* not present
- *Gary Hendrickx, Swift County:* The two questions regarding appointment of county auditor & recorder passed at election time. An offer has been extended on the Administrator position-waiting for an answer. The county purchased 60 acres of property for the use of its gravel. The county recorder will be resigning at the end of this year and the auditor will be retiring in April.
- *Brent, Big Stone County:* not present
- *Gary Johnson, Yellow Medicine County:* Resignation of county administrator. Hiring a head hunter to help with process. Receiving bids to remodel the Fagen bldg. downtown Granite Falls as well as the courthouse.
- *Rusty, Big Stone County Townships:* Congratulations to the CGB Football team for being State Champs in 9-man Football.
- *Brett, Dawson/Boyd Schools:* AMPI closing in Dawson-brings all kinds of concerns to the city. Currently in negotiations with para’s.
- *Harold, LQP County:* Labor dispute has been resolved.
- *James, Chippewa County Townships:* passed
- *Kathi, Ortonville School:* not present
- *Warren, Swift County Townships:* passed
- *Jim, Chippewa County:* Two new commissioners elected in Chippewa County. The union has been given a deadline of December 4th to sign contract. Early retirement offerings will be made on Friday – looking for interest from 8-10 individuals.
- *Bruce, Prairie Five CAC, Inc.:* passed
- *Mark, LQP County Townships:* all is quiet.
- *Jeff, LQP County Municipalities:* not present
- *Heather, Swift County Municipalities:* passed
- *Scott, YM County Municipalities:* passed
- *Juanita, Workforce Council:* passed

- *Vicki, Ortonville EDA:* Kaercher Publishing will be moving into new building after Christmas. Meeting with Ottertail next week regarding the 300-500 temporary workers they'll be hiring through private contractors for the expansion project. The project is expected to take 3-5 years. Pro Image is expanding their business.
- *Dawn, Executive Director:* Mentioned the direct deposit paperwork to those members that were absent at last month's meeting

Staff presentation:

Staff presentation was done by Katie Kellner. She spoke about her involvement in various facets of the agency by giving a brief overview. She shared how much she enjoys working here and how much she's been learning. She's been very busy working with Arlene on the recent audit and also with Jacki on the RLF portion. In addition, Katie's managing the Small Cities programs, and the upcoming EDA grant administration.

2. Information Items

- Planner Update
- Executive Director Update – no questions/comments
- BHAG Report- Marketing – no questions/comments
- 2012 Meander results
- EDA Applications – follow-up
- Elaine Spain, MNRAAA - Veteran's Transportation Community Living Initiative Update

Via Skype, Ms. Spain gave an overview and update about the Veteran's Transportation Community Living Initiative program. She discussed the equipment that is available to the Veteran's Service Officer and the transit providers. She provided information on the communication tool that allows confidential communication over the internet between all parties involved with approved HIPPA guidelines, etc. This is available at no cost to participating entities. This program is not replacing any process that is already in place but is striving to improve upon the process.

3. Action Items

- FY12 Audit Presentation

M/S/P – Jim Dahlvang, Mark Bourne made motion to approve the FY2012 audit as presented by Nancy Aagesen of Dane Cole and Company.

- Loan Advisory Board Recommendations

M/S/P – Rusty Dimberg, Warren Rau made motion for the commission to approve the subordination to F&M Bank in an amount up to \$20,000 for Appleton Power Equipment contingent on the Swift County RDA and Appleton Project approving subordinations and for the approval of an extension payoff date of June 15, 2016 for The Corner Stop.

- Twin Cities & Western Railroad/Southwest Light Rail Transitway Letter

M/S/P – Gary Johnson, Rusty Dimberg made motion for authorization of the Chairman’s signature on a letter requesting Hennepin County and the MET Council to reject the freight rail design as recommended in the Draft Environmental Impact statement and consider one of the four outlined alternatives.

4. Discussion Items

a. BHAG Recap – Stewardship

Rusty Dimberg recapped their meeting from earlier by discussing the packets that will be going out to all newly elected officials that will help familiarize themselves with our agency. He also talked about the need for our commissioners to be advocates of the UMRDC. There will changes made to the Board of Directors in January. We are looking at teaming up with Prairie Five and PIC to do some orientation for the new officials.

There will not be a meeting in December so the board will not meet until January 2013. Chairman Hendrickx thanked everyone for a good year. The Chairman thanked Harold Solem for his 6 years of service to the board.

Adjournment

Harold Solem made motion for adjournment of meeting at 8pm.

APPROVED BY:

PREPARED BY:

Gary Hendrickx
RDC Chairman

Jackie Sigdahl
RDC Administrative Assistant

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Arlene Tilbury, Financial Officer
DATE: January 22, 2013
RE: November & December 2012
Treasurer's Report and Check Listing

Attached is the treasurer's report for November and December 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 December 2012.

ACTION REQUESTED:

For the Commission to approve the attached UMVRDC November 2012 Treasurer's Reports and also the November 2012 check listing (check #17388 through 17446) as presented.

For the Commission to approve the attached UMVRDC December 2012 Treasurer's Reports and also the December 2012 check listing (check #17447 through 17496) as presented.

Enc.

November-12					#1b
UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
					Page 2
		FY13	Current	YR-To-DT	
REVENUES		Budget			
Agency Revenues					
Agency Revenues					
Interest		4,800	246	1,562	33%
Levy		266,000	13,790	16,626	6%
Miscellaneous		1,000	(4,381)	1,799	180%
Certificate of Indebtedness		-		-	0%
Contracts & Reserve		62,000		-	0%
Economic Development/EDA					
EDA Planning Grant		64,628		36,314	56%
WesMN RLF Admin		34,000	2,944	8,601	25%
Technical Assistance					
Swift Co Solid Waste (FY12 HH 3,500)		3,500		-	0%
Milan Comp Plan Update (FY12 HH 4,850)		4,850		-	0%
Safe Routes for Schools		56,000		-	0%
Transit Coordination		3,000		-	0%
PC's for schools		960		-	0%
Small Cities Web Development					
City of Maynard			180	180	0%
Blandin Marketing			4,452	4,452	0%
Grant Writing					
Granite Falls SCDP		3,000		-	0%
Ortonville SCDP		3,000		-	0%
Benson SCDP				1,800	
Granite Falls EDA App (FY HH 4,000)		4,000		-	0%
RLF Application		5,000		5,000	100%
Grants Admin/Management					
New SCDP Grant		1,000		-	0%
Granite Falls Overall Admin		30,000		-	0%
SCDP Appleton		9,526		3,046	32%
Dawson EDA Grant		20,000		-	0%
SCDP - Benson #2		5,000	4,058	4,192	84%
Transportation/MN DOT			(472)	-	0%
Planning Grant		50,000		25,000	50%
Prairie Waters		69,690	5,777	31,054	45%
Byway Corridor Management Plan		24,000		-	0%
Art Crawl		45,000	4,300	24,710	55%
Total Revenue		769,954	30,894	164,336	21%
Pass-Thru Revenue (not included above)			46,011	390,929	

	FY13	Current	YR-To-DT	
	Budget			
DISBURSEMENTS				
Salaries/Fringe	533,829	44,811	224,790	42%
Commissioner's Expense				
Per Diem/FICA	14,000	807	3,660	26%
Meeting Expense	3,000		449	15%
Public Officials Ins.	6,000		2,211	37%
Travel C&C	9,000	478	2,634	29%
Training	7,000		201	3%
Audit	13,000		-	0%
Computer Technical Assistance	12,000	338	2,871	24%
Contract for Services/Comm Dev	1,500	750	2,000	133%
Copy Charge/Xerox Lease	10,000	799	3,857	39%
Depreciation	11,000		3,879	35%
Dues	3,500		82	2%
Insurance	850		814	96%
Intern	8,000		3,741	47%
Legal Fees	2,000		-	0%
Miscellaneous/Employee Morale	4,000	16	1,165	29%
Office Rent	12,210		6,100	50%
Postage	6,000	139	3,582	60%
Printing/Advertising	5,000	57	3,087	62%
RDC Marketing Items	2,000		-	0%
Registration/Training	15,000	49	1,663	11%
Repairs/Maintenance	2,000	60	836	42%
Software/GMS Maintenance-Updates	8,000	129	1,943	24%
Sub./Publications	2,000	114	1,480	74%
Supplies	6,000	167	2,134	36%
Telephone/Internet	2,500		2,045	82%
Travel/Staff	25,000	3,104	9,595	38%
Art Crawl	28,500	1,950	9,494	33%
Web Hosting/Maintenance	1,500		242	16%
Tourism Trade Shows/Ads	15,000		2,301	15%
TOTAL	769,389	53,768	296,856	39%
Revenue over (under) expense	565	(22,874)	(132,520)	
General Checking	73,220			
Money Market	496,357	Hedge Hog Grants	20,000	
RLF Savings	259,461	City of Ortonville	(3,000)	
Agency Auto	42,705	Balance	17,000	
Equipment Fund	16,897			
<hr/>				
UMVRDC Secretary/Treasurer		UMVRDC Executive Director		

December-12					#1b
UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
					Page 2
		FY13	Current	YR-To-DT	
REVENUES		Budget			
Agency Revenues					
Agency Revenues					
Interest		4,800	279	1,841	38%
Levy		266,000	106,129	122,755	46%
Miscellaneous		1,000	140	1,939	194%
Certificate of Indebtedness		-		-	0%
Contracts & Reserve		62,000		-	0%
Economic Development/EDA					
EDA Planning Grant		64,628	(4,000)	32,314	50%
WesMN RLF Admin		34,000	3,174	11,775	35%
Technical Assistance					
Swift Co Solid Waste (FY12 HH 3,500)		3,500		-	0%
Milan Comp Plan Update (FY12 HH 4,850)		4,850		-	0%
Safe Routes for Schools		56,000		-	0%
Transit Coordination		3,000		-	0%
PC's for schools		960		-	0%
Small Cities Web Development				-	
City of Maynard				180	0%
Blandin Marketing				4,452	0%
Grant Writing					
Granite Falls SCDP		3,000	4,600	4,600	153%
Ortonville SCDP		3,000	1,000	1,000	33%
Benson SCDP			4,000	5,800	0%
Granite Falls EDA App (FY HH 4,000)		4,000	4,000	4,000	100%
RLF Application		5,000		5,000	100%
Grants Admin/Management					
New SCDP Grant		1,000		-	0%
Granite Falls Overall Admin		30,000		-	0%
SCDP Appleton		9,526	3,363	6,409	67%
Dawson EDA Grant		20,000		-	0%
SCDP - Benson #2		5,000	(472)	3,720	74%
Transportation/MN DOT					
Planning Grant		50,000		25,000	50%
Forecast Public Arts			500	500	
Prairie Waters					
		69,690	14,441	45,496	65%
Byway Corridor Management Plan					
		24,000		-	0%
Art Crawl					
		45,000	7,100	31,810	71%
Total Revenue		769,954	144,255	308,591	40%
Pass-Thru Revenue (not included above)			118,876	509,805	

	FY13			
	Budget	Current	YR-To-DT	
DISBURSEMENTS				
Salaries/Fringe	533,829	39,605	264,395	50%
Commissioner's Expense				
Per Diem/FICA	14,000	969	4,629	33%
Meeting Expense	3,000	(57)	392	13%
Public Officials Ins.	6,000		2,211	37%
Travel C&C	9,000	372	3,006	33%
Training	7,000		201	3%
Audit	13,000	11,396	11,396	88%
Computer Technical Assistance	12,000	833	3,703	31%
Contract for Services/Comm Dev	1,500		2,000	133%
Copy Charge/Xerox Lease	10,000	648	4,506	45%
Depreciation	11,000	967	4,846	44%
Dues	3,500		82	2%
Insurance	850		814	96%
Intern	8,000		3,741	47%
Legal Fees	2,000		-	0%
Miscellaneous/Employee Morale	4,000	324	1,490	37%
Office Rent	12,210	1,017	7,117	58%
Postage	6,000	274	3,856	64%
Printing/Advertising	5,000		3,087	62%
RDC Marketing Items	2,000		-	0%
Registration/Training	15,000	75	1,738	12%
Repairs/Maintenance	2,000		836	42%
Software/GMS Maintenance-Updates	8,000	79	2,022	25%
Sub./Publications	2,000		1,480	74%
Supplies	6,000	413	2,547	42%
Telephone/Internet	2,500	248	2,294	92%
Travel/Staff	25,000	946	10,541	42%
Art Crawl	28,500		9,494	33%
Web Hosting/Maintenance	1,500		242	16%
Tourism Trade Shows/Ads	15,000	4,656	6,957	46%
TOTAL	769,389	62,765	359,621	47%
Revenue over (under) expense	565	81,490	(51,030)	
General Checking	74,607			
Money Market	571,313	Hedge Hog Grants	20,000	
RLF Savings	273,227	City of Ortonville	(3,000)	
Agency Auto	42,169	Balance	17,000	
Equipment Fund	17,412			
UMVRDC Secretary/Treasurer		UMVRDC Executive Director		

November 2012 CHECK LISTING

Check#	Check Date	Vendor Name	Check Amount	Description
17388	11/15/2012	A to Z Letterpress Printing	500.00	Fiscal Coordination/Artwork
17389	11/15/2012	Advocate Tribune	72.60	Meander Advertising
17390	11/15/2012	Appleton Hardware Inc.	13.87	Cleaning Supplies
17391	11/15/2012	Argus Leader	605.00	Meander Advertising
17392	11/15/2012	CANBY NEWS	27.60	Meander Advertising
17393	11/15/2012	Dana F. Cole & Company LLP	32.48	Flex Fee
17394	11/15/2012	DAWSON SENTINEL	56.10	Meander Advertising
17395	11/15/2012	DONS FOOD PRIDE	94.83	Supplies, BHAG Meeting Meals
17396	11/15/2012	Douglas Anderson	41.07	RLF Mtg Travel
17397	11/15/2012	Eugene Schwitters	48.84	RLF Meeting Travel Expense
17398	11/15/2012	Federated Telephone	377.05	Email Service, Maintenance/Service Calls
17399	11/15/2012	Independent	44.64	Meander Advertising
17400	11/15/2012	JACALYN ANDERSON	11.95	NADO Meal and Shuttle Bus
17401	11/15/2012	Jim's Clothing & Sporting Goods	7.50	Logo for Jenifer's shirt
17402	11/15/2012	KERKHOVEN BANNER	30.00	Meander Advertising
17403	11/15/2012	Midland Publishing & Printing Co	54.36	Meander Advertising
17404	11/15/2012	Montevideo Publishing	48.00	Meander Advertising
17405	11/15/2012	Region Five Development Commission	35.00	Chicago EDA Conference Dinner Dawn & Jacki
17406	11/15/2012	Ricard Painting	1,659.00	Benson Owner Rehab
17407	11/15/2012	Shooters Bar & Grill	349.91	Executive Director Meeting Lunches, CEDS Lunches
17408	11/15/2012	Sioux City Journal Communications	105.60	Meander Advertising
17409	11/15/2012	STAR TRIBUNE	243.75	Meander Advertising
17410	11/15/2012	Subway	40.08	RLF Meeting Dinner
17411	11/15/2012	Swift County Monitor-News	61.50	Meander Advertising
17412	11/15/2012	Terry Overlander	23.31	RLF Meeting Travel Expense
17413	11/15/2012	The Appleton Press	118.68	Meander Advertising, Subscription, Prepaid Subscription, Newsletter tabbing and Paper
17414	11/15/2012	TMRG Broadcasting	105.00	Meander Advertising
17415	11/15/2012	Walter W. Wulff	37.74	RLF Meeting Travel Expense
17416	11/15/2012	WEST CENTRAL TRIBUNE	70.72	Meander Advertising
17417	11/15/2012	WESTERN GUARD	71.70	Subscription, Prepaid Subscription, Meander Advertising
17418	11/15/2012	Xerox Corporation	799.03	Copy Charge
17419	11/27/2012	Buer, Brett T.	83.25	Commissioner's Payroll
17420	11/27/2012	Dahlvang, Jim	79.36	Commissioner's Payroll
17421	11/27/2012	Dimberg, Harold R	72.70	Commissioner's Payroll
17422	11/27/2012	Doren, Angela	72.70	Commissioner's Payroll
17423	11/27/2012	Giese, Heather	47.17	Commissioner's Payroll
17424	11/27/2012	Hendrickx, Gary	47.17	Commissioner's Payroll
17425	11/27/2012	Johnson, Gary L.	87.13	Commissioner's Payroll

Check#	Check Date	Vendor Name	Check Amount	Description
17426	11/27/2012	Lauritsen, Juanita	47.17	Commissioner's Payroll
17427	11/27/2012	Oaks, Vicki	69.37	Commissioner's Payroll
17428	11/27/2012	Olson, Jeff	73.81	Commissioner's Payroll
17429	11/27/2012	Rau, Warren	61.60	Commissioner's Payroll
17430	11/27/2012	Schmaedeka, Jim	86.02	Commissioner's Payroll
17431	11/27/2012	Solem, Harold	66.04	Commissioner's Payroll
17432	11/27/2012	Swigerd, Bruce	72.15	Commissioner's Payroll
17433	11/27/2012	Thymian, Kathi	69.37	Commissioner's Payroll
17434	11/21/2012	Chase Card Services	2,265.50	EDA - Vegas Conference,Supplies,AV Cart,Staff Travel, Facebook Ads, Staff Training, Postage, Agency Auto
17435	11/21/2012	Grants Management Systems, Inc.	898.90	Payroll Direct Deposit/Maintenance/Late Fee
17436	11/21/2012	USABLE Life	24.50	Life Insurance
17437	11/28/2012	Evenson's Contracting, LLC	6,100.00	Benson Owner Rehab
17438	11/28/2012	Independent	148.00	Subscription Fee/Prepaid Subscription
17439	11/28/2012	Java River Coffee Shop	320.63	Meander Event
17440	11/28/2012	JENIFER FADNESS	12.72	Staff Travel
17441	11/28/2012	Kell's Construction	6,114.00	Appleton Owner Rehab
17442	11/28/2012	Larry's Refrigeration & Heating	2,140.00	Appleton Owner Rehab
17443	11/28/2012	Paula Soine	250.00	Work on Facebook Ads and Ad Sales
17444	11/28/2012	PRAIRIE FIVE CAC	4,178.00	Appleton Small Cities Administration
17445	11/28/2012	Ruth Keller	60.00	Office Cleaning
17446	11/28/2012	SWIFT COUNTY HRA	3,586.00	Benson Small Cities Administration
Kathi Thymian, UMVRDC Secretary/Treasurer				Dawn Hegland, Executive Director
Gray highlights are pass-thru expenses				

December 2012 CHECK LISTING

Checks	17447-17496				
Check#	Check Date	Vendor Name	Check Amount	Description	
17447	12/03/2012	Appleton Oil Company	35.05	Oil Change - Impala	
17448	12/03/2012	CHIPPEWA COUNTY AUDITOR	508.91	Dental Insurance, Barb's COBRA, Paul's COBRA	
17449	12/03/2012	Christy Enstad	50.00	PCs for Kids internet subscription rebate	
17450	12/03/2012	Country Arts	78.02	RDC Chairman Wall Frame & Mat	
17451	12/03/2012	CULLIGAN WATER CONDITIONING	246.28	Water & Water Cooler Rent July - December	
17452	12/03/2012	Dana F. Cole & Company LLP	11,396.23	Audit FY 2012	
17453	12/03/2012	DAWN HEGLAND	48.05	Cell Phone Usage - December	
17454	12/03/2012	DONS FOOD PRIDE	40.43	Supplies	
17455	12/03/2012	Federated Telephone	871.50	Email Service/Computer Technical Assistance	
17456	12/03/2012	Healthsmart Benefit Solutions, Inc. - NCPERS MN - 954400	32.00	Life Insurance	
17457	12/03/2012	The Appleton Press	146.40	Byway calendar paper, copy paper, newsletter paper	
17458	12/12/2012	ARLENE TILBURY	63.27	Staff Travel	
17459	12/12/2012	Bangsund Construction Inc.	18,750.00	Appleton Owner Rehab	
17460	12/12/2012	Benson Bakery & Coffee Shop	28.99	Commissioner's Cake	
17461	12/12/2012	Bret Larsen Construction	7,867.00	Appleton Commercial Rehab	
17462	12/12/2012	CITY OF APPLETON	1,016.67	Rent - January 2013	
17463	12/12/2012	Dana F. Cole & Company LLP	32.48	Flex Fee - December	
17464	12/12/2012	DAWN HEGLAND	190.61	Flex Reimbursement	
17465	12/12/2012	Evenson's Contracting, LLC	22,573.00	Benson Owner Rehab	
17466	12/12/2012	Grants Management Systems, Inc.	139.80	1099s, W-2s, Annual Supplement Maintenance	
17467	12/12/2012	Itineraries Midwest	4,656.00	Prairie Waters Advertising	
17468	12/12/2012	Jacqueline Sigdahl	749.17	HRA Reimbursement	
17469	12/12/2012	KATIE KELLNER	38.15	Daycare Reimbursement	
17470	12/12/2012	M. J. Doll Construction	4,843.00	Appleton Commercial	
17471	12/12/2012	Mediacom LLC	200.21	PW Telephone -December, Agency Telephone - December	
17472	12/12/2012	Olson/Tolifson Construction	3,039.00	Benson Owner Rehab	
17473	12/12/2012	SWIFT COUNTY HRA	7,539.00	Appleton Owner Admin	
17474	12/12/2012	VOYAGEUR WEB	350.00	Domain Name Hosting - Byway	
17475	12/12/2012	Xerox Corporation	648.12	Copy charge	
17476	12/27/2012	Chase Card Services	1,520.72	Staff Travel, Postage, Office Supplies, Camera, Fiannce Offier's Meeting, Staff Travel, Stamps, Postage Mailing Meander Prizes, Agency Auto	
17477	12/27/2012	Lowell Schmidt Construction	23,446.00	Appleton Commercial Rehab	
17478	12/27/2012	Lynn Henkelman	9,024.00	Appleton Commerical Rehab	
17479	12/27/2012	PCs for People	4,225.00	PCs for Schools Program	

ACTION MEMO

TO: UMVRDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 22, 2013
RE: Cafeteria Plan Amendment Resolution

In November you agreed to change our benefits policy to allow the UMVRDC to contribute to an employee Health Savings Accounts (HSA). We amended our internal policy but now need to formally authorize the amendment to the agency cafeteria plan.

ACTION REQUESTED:

Authorize the UMVRDC Cafeteria Plan Agreement and Resolution to include the addition of a Health Savings Account.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

ADOPTING RESOLUTION

for the

AMENDMENT OF THE UMRDC CAFETERIA PLAN

The Upper Minnesota Valley Regional Development Commission (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on January 22, 2013, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that Amendment Number TWO to the Cafeteria Plan effective January 1, 2013, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment.

RESOLVED, that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of this Amendment Number TWO to the Cafeteria Plan by delivering to each employee a copy of the summary description of the changes to the Plan in the form of the Summary Plan Description – Material Modification presented to this meeting, which form is hereby approved.

The undersigned further certifies that attached hereto as Exhibits A and B respectively, are true copies of Amendment Number TWO to Upper Minnesota Valley Regional Development Commission Cafeteria Plan and Summary Plan Description – Material Modifications approved and adopted in the foregoing resolutions.

Adopted this 22nd day of January 2013

ATTEST:

ATTEST:

Chairperson, UMRDC

Secretary/Treasurer, UMRDC

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
CAFETERIA PLAN
SUMMARY PLAN DESCRIPTION
MATERIAL MODIFICATIONS

I
INTRODUCTION

Upper Minnesota Valley Regional Development Commission has amended your Cafeteria Plan as of January 1, 2013.

This is merely a summary of the most important changes to the Plan. It is presented to you as an addition to the Summary Plan Description. If you have any questions, contact the Administrator. A copy of the Plan, including this amendment, is available for your inspection. If there is any discrepancy between the terms of the Plan or the amendment itself and this summary of material modifications, the provisions of the Plan, as amended, will control.

II
GENERAL INFORMATION ABOUT THE PLAN

There is certain general information which you may need to know about Amendment Number TWO to the Plan. This information has been summarized for you in this Section.

1. General Plan Information

Upper Minnesota Valley Regional Development Commission Cafeteria Plan is the name of the Plan.

The amended provisions of the Plan become effective on January 1, 2013, unless otherwise provided.

Your Employer has assigned Plan Number 501 to your Plan.

2. Employer Information

Your Employer's name, address and identification number are:
Upper Minnesota Valley Regional Development Commission
323 W. Schlieman Avenue
Appleton, Minnesota 56208
41-12363 76

3. Administrator Information

The name, address and business telephone number of the Administrator are:

Upper Minnesota Valley Regional Development Commission
323 W. Schlieman Avenue
Appleton, Minnesota 56208
320-269-1981

The Administrator has the complete power, in its sole discretion to determine all questions arising in connection with the administration, interpretation, and application of the Plan (and any related documents and underlying policies). Any such determination by the Administrator is conclusive and binding upon all persons.

III SUMMARY OF CHANGES

1. Health Flexible Spending Account

The Health Flexible Spending Account enables you to pay for expenses allowed under Sections 105 and 213(d) of the Internal Revenue Code which are not covered by our insured medical plan and save taxes at the same time. If you participate in a Health Savings Account, the Health Flexible Spending Account allows you to be reimbursed by the Employer for out-of-pocket preventative care, dental and/or vision expenses incurred by you and your dependents.

You may not, however, be reimbursed for the cost of other health care coverage maintained outside of the Plan, or for long-term care expenses. A list of covered expenses is available from the Administrator.

The most that you can contribute to your Health Flexible Spending Account each Plan Year is \$2,500. In order to be reimbursed for a health care expense, you must submit to the Administrator an itemized bill from the service provider. Amounts reimbursed from the Plan may not be claimed as a deduction on your personal income tax return. Reimbursement from the fund shall be paid at least once a month.

2. Health Savings Account

You may contribute to your Health Savings Account, which enables you to pay for expenses which are not covered by our insured medical plan and save taxes at the same time. Please see your Plan Administrator for further details.

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
CAFETERIA PLAN
AMENDMENT NUMBER TWO

BY THIS AGREEMENT, Upper Minnesota Valley Regional Development Commission Cafeteria Plan (herein referred to as the "Plan") is hereby amended as follows, effective as of January 1, 2013:

1. Article IV is hereby amended by the addition of the following Section(s):

HEALTH SAVINGS ACCOUNT BENEFIT

Each Participant may elect to have amounts contributed to a Health Savings Account, as defined in Code Section 223, and the amounts shall be subject to the terms of the Health Savings Account established by the Participant.

2. The Section in the Health Flexible Spending Account entitled "Limitation on Allocations" is amended to read as follows:

Notwithstanding any provision contained in this Health Flexible Spending Account to the contrary, no more than \$2,500 may be allocated to the Health Flexible Spending Account by a Participant in or on account of any Plan Year.

IN WITNESS WHEREOF, this Amendment has been executed this _____

day of _____

Upper Minnesota Valley Regional
Development Commission

BY _____

Employer

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Jacki Anderson, Senior Planner

DATE: January 22, 2013

RE: Dawson EDA Contract

This is a follow-up to last month's memo just include a copy of the contract for your review.

As result of Dawson's recent EDA award the UMVRDC will contract with the City to provide professional grants management services. The total contract is \$60,000 and will be paid over the course of 3 years. Significant up front will need to be done to ensure proper policies and procedures are in place to implement the grant.

Katie Kellner and Arlene Tilbury will be lead staff for Dawson's EDA Grant Administration Contract.

ACTION REQUESTED:

Authorize the Executive Director's signature on the Dawson EDA Grant Administration Contract.

PROFESSIONAL SERVICES CONTRACT
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and the
CITY of Dawson
FY13-004

PART 1: AGREEMENT

THIS AGREEMENT, entered into January, 2013, by and between the City of Dawson, hereinafter referred to as the “City” and the Upper Minnesota Valley Regional Development Commission hereinafter called the “UMVRDC.”

WITNESSETH THAT:

WHEREAS, the City of Dawson desires to implement **EDA Project Number 06-01-05767** a Public Works Program project funded by the U. S. Department of Commerce and administered by the Chicago Regional Office of the Economic Development Administration; and

WHEREAS, the Upper Minnesota Valley Regional Development Commission is and will act with authority as the Fiscal Agent for the EDA funded project identified above, and

WHEREAS, the City of Dawson desires to engage the UMVRDC to render certain project management, reporting and support services in connection with the EDA project.

NOW THEREFORE, the parties do mutually agree as follows:

1. **Scope of Services**
Part I, Scope of Services, is hereby incorporated by reference into this Agreement.
2. **Time of Performance** - The services of the UMVRDC shall commence on September 27, 2012. All of the services required and performed hereunder shall be completed no later than December 31, 2016.
3. **Access to Information** - It is agreed that all information, data, reports and records and/or other information as is existing, available and necessary for the carrying out of the work outlined above shall be furnished to the UMVRDC by the City and its agents. No charge will be made to the UMVRDC for such information and the City and its agents will cooperate with the UMVRDC in every way possible to facilitate the performance of the work described in the contract.
4. **Compensation and Method of Payment** – The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed sixty thousand dollars (\$60,000). Payment to the UMVRDC shall be made as stated in Part III – Compensation for Services of the Contract.
5. **Indemnification** – The UMVRDC shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the City and its agents from and against them, and shall assume full responsibility for administering the project identified above.

6. **Miscellaneous Provisions**

- a. This Agreement shall be construed under and in accord with the laws of the State of Minnesota, and all obligations of the parties created hereunder are performable in Lac Qui Parle County, Minnesota.
 - b. This Agreement shall be binding upon and insure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
 - c. In any case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof, and this Agreement shall not be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
 - d. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
 - e. This Agreement may be amended by mutual agreement of the parties hereto in writing to be attached to and incorporated into this Agreement.
7. **Terms and Conditions** - This Agreement is subject to the provisions titled, "Part IV General Provisions" and attached hereto and incorporated by reference herein.

PART II: SCOPE OF SERVICES

Section I. Description of UMVRDC Services

1. Develop a record keeping system consistent with program guidelines, including the establishment of a filing system.
2. Maintenance of filing system.
3. Provide general advice and technical assistance to the City of Dawson personnel on implementation of the EDA project and regulatory matters pertaining thereto.
4. Furnish the City with necessary completed forms and reporting required for implementation of the EDA project.
5. Assist the City in meeting all special condition requirements that may be stipulated in the contract between the City and U. S. Department of Commerce, Economic Development Administration, Chicago Regional Office.
6. Prepare and submit all required project reporting required by EDA Project Number 06-01-05767, including but not limited to progress reporting, quarterly reporting, and other reporting included in the EDA Project Agreement between the City of Dawson and the EDA Chicago Regional Office.

7. Establish internal procedures to document expenditures associated with local administration of the project.
8. Serve as liaison for the City during the implementation and completion of the EDA project with any monitoring visit by staff representatives from EDA or its Chicago Regional Office.

Financial Management

1. Assist the City by improving its ability to manage and report progress and use of funds from federal sources through the Chicago Regional Office of the EDA for the project identified above.
2. Assist the City in compliance with all EDA rules, regulations, specifications, or other directives pertinent to the identified project.
3. Prepare and submit all reporting for all funded and scheduled drawdowns of project funds on behalf of the City, in order to ensure orderly, timely allocation and disbursement of funds within the period of this agreement.
4. Review invoices received for payment and file back-up documentation.
5. Provide general advice and technical assistance to the City and its agents on implementation of the EDA project and regulatory matters pertaining thereto.
6. Assist the City in interpreting and complying with established procedures for the EDA project and reporting to the Chicago Regional Office.
7. Provide general advice and technical assistance to the City and its agents on implementation of the EDA project and associated regulatory matters.

Section II. Description of City's Responsibilities

The CITY agrees to:

1. Appoint a primary contact for this project;
2. Provide the UMVRDC with specific information, plans, resolutions and documents as needed to complete the UMVRDC's services.
3. Schedule, conduct, mail and print information for CITY public hearings/meetings as required and assure that all publication and notification requirements are met;
4. Pay for all cost related to public hearings and corresponding publications and notifications;
5. Be the party responsible for updating and maintaining all work completed under this Contract.
6. Compensate the UMVRDC in accordance with Section IV of this Contract.

Section III. Contract Period

1. This Contract is effective from September 27, 2012 to December 31, 2016.
2. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and CITY.

PART III. COMPENSATION FOR SERVICES

1. The total cost for this project is \$60,000.
2. The CITY agrees to pay a total of \$60,000 for the UMRDC to complete the activities outlined in Section I. Payment to the UMRDC will be made by the CITY as follows: \$30,000 from the EDA Grant #06-01-0576 and \$30,000 from the City's matching funds.
3. The UMRDC will provide the CITY with invoices indicating the dates services were provided and the total amount due.

PART IV. GENERAL PROVISIONS

1. Changes in UMRDC Services

In the event the CITY requests additional service from that described in Section I, or other project partners change the requirements for the project, UMRDC staff will contact the City prior to moving forward to discuss the change in scope. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

2. Personnel

- a. The UMRDC represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City.
- b. All of the services required hereunder will be performed by the UMRDC or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
- c. None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the City. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

3. Liability

The CITY 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.

4. **Termination**

This agreement may be terminated with or without cause by either the UMRDC or CITY upon fourteen (14) days prior written notice.

In the event of termination, the CITY 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.

5. **Severability**

Any provision or part of this Contract identified by either party as unenforceable under any law or regulation shall be considered stricken, but all remaining provisions shall continue to be valid and binding upon the UMRDC and CITY. The Contract shall be revised to replace such stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

6. **Assignment of Contract.**

The UMRDC shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City thereto: Provided, however, that claims for money by the UMRDC from the City under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City.

7. **Reports and Information.**

The UMRDC, at such times and in such forms as the City may require, shall furnish the City such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

8. **Findings Confidential.**

All of the reports, information, data, etc., prepared or assembled by the UMRDC under this contract are confidential, and the UMRDC agrees that they shall not be made available to any individual or organization without the prior written approval of the City.

9. **Compliance with Local Laws.**

The UMRDC shall comply with applicable laws, ordinances and codes of the State of Minnesota and its local governments.

10. **Equal Employment Opportunity.**

During the performance of this Contract, the UMRDC agrees as follows:

- a. The UMRDC will not discriminate against any employee or applicant for employment because of race, creed, sex, color, handicap, or national origin. The UMRDC will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, handicap or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The UMRDC agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this non-discrimination clause.

- b. The UMVRDC will, in all solicitation or advertisements for employees placed by or on behalf of the UMVRDC, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, handicap or national origin.
- c. The UMVRDC will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- d. The UMVRDC will include the provisions 9.1, 9.2, and 9.3 in every subcontract or purchase order unless exempted.

11. Civil Rights Act of 1964.

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

12. Section 109 of the Housing and Community Development Act of 1974.

No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

13. Public Works and Economic Development Act of 1965, as amended:

The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the U. S. Department of Commerce, Economic Development Administration. For Public Works and Development Facilities under the Public Works and Economic Development Act of 1965, as amended, the award to the City, Award Number 06-01-05767, supports the project and effort described herein, which is incorporated into this agreement by reference. Where terms of this agreement differ, the terms of the award shall prevail.

14. Government Performance and Results Act of 1993 (GPRA) Reporting Requirements – Performance Measures.

The UMVRDC agrees to report to the City on program performance measures and program outcomes in such form and at such intervals as may be prescribed by the EDA, Award Number 06-01-05767, in compliance with the Government Performance and Results Act of 1993. Performance measures and reporting requirements that apply to program activities funded by the Award to the City will be provided in a separate GPRA information collection document. EDA will advise the City in writing within a reasonable period prior to the time of submission of the reports and in the event that there are any modifications in the performance measures.

15. Interest of Members of the UMVRDC.

No member of the governing body of the UMVRDC and no other officer, employee, or agent of the UMVRDC who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract and the City shall take appropriate steps to assure compliance.

16. Interest of Other Local Public Officials.

No member of the governing body of the UMVRDC and no other public official of the UMVRDC, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the City shall take appropriate steps to assure compliance.

17. Interest of Firm and Employees.

The UMVRDC covenants that it presently has no interest and shall not acquire interest, direct or indirect, in the project area, study area, site, or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. The UMVRDC further covenants that in the performance of this Contract no person having any such interest shall be employed.

PART VI. ACCEPTANCE

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

Executive Director
Upper Minnesota Valley
Regional Development Commission

Authorized City Official

Title

Date: _____

Date: _____

ATTEST:

Date of UMVRDC Board Approval

City Clerk, CITY OF _____

Date: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Tourism Planner
DATE: January 22, 2013
RE: Scenic Byway Legacy Grant Application

The MN River Valley National Scenic Byway received notice on December 26, 2012 that we received a grant in the amount of \$7,000 from Minnesota Historical Society (MHS) through the Historical and Cultural Grants program funded by the Legacy Act.

This grant is to hire an interpretive specialist to write the interpretive plan as part of the Corridor Management Plan update. This grant does not require a match from the UMRDC.

The total project cost is \$18,000. The remaining \$11,000 is budgeted and procured from the Federal Scenic Byways Grant.

In order to move the project ahead, we received an authorization from the chairman to approve the signature on this grant earlier on January 4, 2013.

ACTION REQUESTED:

To approve the authorization of the executive director's signature on the Historical and Cultural Grant # 1210-12950 from the MN Historical Society.

KF

ACTION MEMO

TO: UMRDC Commissioners
FROM: Lindsey Knutson, Planner
DATE: January 22, 2013
RE: SRTS Letters of Support

Several schools/communities are interested in applying for Safe Routes to School (SRTS) Planning Assistance grants for the 2013-14 solicitation. The schools/communities that have been in contact with the RDC about applying for Planning Assistance are KMS, Montevideo and Clarkfield. Applications are due February 15th and all applicants need a letter of support from the RDC to be included in the application. Attached is the letter of support for the SRTS Planning Assistance grant applications that were submitted last year.

Additionally, many of the schools currently receiving Planning Assistance will be submitting implementation applications for either or both infrastructure or non-infrastructure projects or programs. Those schools/communities include: A/M Elementary in Appleton, MMN Elementary in Madison, the Benson School District, Canby School District, Stevens Elementary in Dawson and YME Elementary and Middle Schools in Granite Falls. A sample letter of recommendation for an implementation grant application is also attached.

ACTION REQUESTED:

For the Commission to authorize the signature of the Board Chair, Gary Hendrickx 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) <infrastructure> <non-infrastructure> implementation grant application.

The UMVRDC is pleased that <school name> is applying for the SRTS implementation grant, as the school and community have shown a vested interest in increasing physical activity among, not only the school children, but all residents through the development of a Safe Routes to School Plan. Although the SRTS Plan is not yet complete, the SRTS Team and the <city name> community have taken a comprehensive approach to incorporating Safe Routes to School within the school and the entire community.

<Description of how the project will help achieve SRTS goals as determined by the planning process>.

The UMVRDC fully supports <school name> in applying for the SRTS <infrastructure> <non-infrastructure> implementation grant and is certain this <project> <program> 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 <infrastructure> <non-infrastructure> implementation grant.

Sincerely,

Dawn E. Hegland, Executive Director

<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

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Tourism Planner
DATE: January 22, 2013
RE: Scenic Byway Interpretive Consultant Contract

As part of the Corridor Management Plan Update, the Minnesota River Valley National Scenic Byway will contract with a specialist to complete the Interpretive Plan. Funding for this contract will be through the Minnesota Historical Society (MHS) through the Historical and Cultural Grants program funded by the Legacy Act (\$7000) and the Federal Highway Administration Scenic Byway Grant Program (\$11,000). This was originally budgeted into the FHWA Scenic Byway Grant.

We gone through the RFP process as mandated by state and federal regulations and chosen Bluestem Heritage as the company that will complete the Interpretive Plan.

ACTION REQUESTED:

To authorize the executive director's signature on the contract with the consulting firm Bluestem Heritage.

KF

**Upper Minnesota Valley Regional Development Commission
Consultant Agreement**

THIS AGREEMENT is made and entered into by and between the Upper Minnesota Valley Regional Development Commission (Client) and Bluestem Heritage (Consultant).

WHEREAS, the Client is in need of professional Interpretive Planning services;

WHEREAS, the Client selected Bluestem Heritage to be the Consultant to perform these services;

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, Client and Consultant agree as follows:

I. TERM

This agreement shall be effective starting on the last date of execution by the parties and shall continue in effect until August 1, 2014, or until the Client feels the Consultant's obligations as stated herein have been provided or until this agreement is terminated by either the Client or Consultant, whichever comes first.

CONSULTANT OBLIGATIONS

The scope of services to be completed by Consultant are:

- A. Completion of work provided by the Consultant shall occur according to the project schedules established between the Consultant and the Client. The Consultant shall notify the Client of any circumstances which may prevent the Consultant from completing its services and work products within the schedule established for the Project.

Bluestem Heritage agrees to perform the following services for UMRDC and/or deliver the following content (services and content together shall be referred to as "Work") as directed by UMRDC, to be assigned upon execution of this Agreement:

- **Interpretive Plan with the contents as outlined in the October 17, 2012 Scope of Work (see attachment),**
 - **4 Interpretive Panel Text Drafts**
 - **All Work delivered as pdfs and as word docs**
- B. Ownership of the completed work is conveyed to the Client from the Consultant. Bluestem Heritage grants to UMRDC the right (i) to edit, publish and distribute the Work, electronically or in print, and (iv) to authorize others to re-publish the Work, in whole or in part. UMRDC agrees that all copies of the Work will cite that the original document was a product that Bluestem Heritage created.

III. CLIENT'S OBLIGATIONS

- A. Client Contact for this Agreement
Kristi Fernholz, Byway Coordinator
323 West Schlieman Avenue
Appleton MN 56208
320-289-1981x6 phone 320-289-1983 fax
Kristi.fernholz@umvrdc.org

- B. Client shall provide administrative assistance and office equipment and supplies for the purposes of carrying out obligations under this Agreement.
- C. The Client shall provide various information documents that may be helpful to the Consultant in completing the project. The Consultant shall be able to rely on the accuracy and relevancy of all information provided by the Client. Approvals rendered by the Client will be considered final and serve as a basis for the Consultant's proceeding to the next planned activity.
- F. The Client shall immediately notify the Consultant of any condition it observes which may adversely affect the completion and outcome of this project.
- G. The Client will review all final products for content and accuracy of copy, graphics, maps, illustrations, and other information provided by the Consultant.
- H. CONFIDENTIALITY. UMRDC's goal is to share the Work with stakeholder parties, and will not intentionally share the Work with a competitor of Bluestem Heritage.

IV. PAYMENTS AND SERVICES

- A. Client shall pay Consultant up to a maximum of \$18,000 for services provided in order to fulfill this Agreement. This is the Total Agreement Amount and the Consultant agrees that all services to be provided will be done so within the mutually agreed upon amount. It is understood that all travel, mileage, and similar out-of-pocket expenses incurred by the Consultant hereunder shall be approved by the Client prior to those expenses being incurred and shall be included within the Total Agreement Amount.
- B. All payments shall be made in United States Dollars. Payments will be made after the Consultant's presentation of draft or final products and invoices for services performed and acceptance of such services by the Client.

Monthly invoices should be submitted by the Friday preceding the third Monday of the month. Attached to the invoice must be a progress report and draft copy of the products completed to date or reference to product prepared and submitted to the Client Contact during the previous invoicing period.

V. GENERAL PROVISIONS

- A. Independent Contractor: Nothing contained in this Agreement is intended or shall be constructed as creating an employer-employee relationship between the Client and the Consultant. No tenure or any rights or benefits, including workers compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA or other benefits available to UMRDC employees or Client-related representatives, shall accrue to Consultant or Consultant's employees.
- B. Merger and Modification: The entire project Agreement between the UMRDC and Bluestem Heritage, is contained herein. This project agreement supercedes all oral agreements and negotiations between parties. Any future modifications of this Consultant Agreement shall only be valid when they have been reduced to writing and submitted to all parties.

- C. Termination: Client or Consultant may terminate this Agreement, with or without cause, upon written notice. Settlement of fees due to the Consultant shall be based on the hours of services performed at the date of termination.

- D. Subcontracting and Assignment: Consultant shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of Client.

- E. Responsibility for Damages Claims: Consultant shall indemnify and save harmless the UMRDC and their officers and employees from all suits, actions, and claims of arising out of the negligent acts, errors or omissions of the Consultant.

- F. WARRANTIES. Bluestem Heritage represents and warrants that: (a) we are responsible for the Work; (b) the Work is original and has not been previously published for any purpose; (c) the Work does not violate or infringe the rights of privacy, publicity, or any other rights, including but not limited to copyrights or trademarks, of any third party, nor does the Work contain libelous or defamatory material; (d) the Work is true and accurate; (e) we shall perform the Work in a professional manner, and the Work shall be of a high grade, nature, and quality; and (f) Bluestem Heritage shall perform the Work in a timely manner and meet deadlines agreed between Bluestem Heritage and the UMRDC.

- G. Accuracy, Errors, and Omissions: Consultant agrees that all information provided to Client will be true and correct to the best of Consultant's knowledge. Client is not liable for its use or dissemination of false or erroneous information, data or other materials provided by the Consultant.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Consultant (Blustem Heritage)
 Bluestem Heritage Group
 1857 Great Oaks Trail
 St. Paul, MN 55123

Client (UMRDC)
 Upper Minnesota Valley Regional Development
 Commission
 323 West Schlieman Ave
 Appleton, MN 56208

By _____

By _____

Title _____

Title _____

Date _____

Date _____

Attachment:

Schedule of Deliverables and Payments

Month 1: Project Launch

Meeting with UMRDC, Byway Alliance volunteers and other stakeholders
Review Interpretive Plan Goals and Objectives
Review Visitor Use and Analysis
Discuss Conceptual Design Guidelines
Confirm Work Plan Schedule

Deliverables: Agreement signed

Payment: \$4,000

Months 2-5: Site Inventory

Meeting/s with UMRDC Project Manager
Physical review of at least 20 (and up to 40) pre-identified sites such as
 Existing interpretation at Discovery Sites for
 Content
 Connection to themes
 Quality of text, signage, and experience
 Potential interpretation for
 Ability to fill gaps in thematic messaging
 Location or connection to existing sites
 Quality of visitor experience
Review of at least 20 (and up to 40) additional sites via remote process.

Deliverables: Status Report of Inventory

Payment: \$2,000

Months 5/6: Inventory Analysis and Recommendations

Meeting/s with UMRDC Project Manager
Prioritization of development of site interpretation
Development of strategies for next steps

Deliverables: Report of Recommendations for Priorities and Next Steps

Payment: \$4,000

Month 6/7: Draft Plan and Model Signs

Creation of General Media Recommendations
Four Model signs for a variety of sites
Drafting of all other pieces of the Interpretive Plan

Deliverables: Draft Plan and draft four Model signs

Payment: \$2,000

Month 7/8: Plan Review and Revision

Meeting/s with UMRDC, Byway Alliance volunteers and other stakeholders
Presentation, Review, and Revision of the draft*

Deliverables: Revised Plan and revised four model signs

Payment: \$2,000

Month 8/9: Presentation of the Final Plan

Presentation of the plan to the UMRDC Board or other entity as requested (ten paper copies, doc, and pdf)

Deliverables: Final Plan

Payment: \$4,000

This schedule may be revised as both parties agree.

Total amount: \$18,000

INFORMATION MEMO

TO: UMRDC Commissioners

FROM: Jacki Anderson, Kristi Fernholz, Arlene Tilbury, Katie Kellner, Jenifer Fadness & Lindsey Knutson

DATE: January 22, 2013

RE: Planner Update

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

Hedgehog Grants:

FY13 Hedgehog Funds Available:		\$17,000
Funds Awarded		
Ortonville SCDP	8/28/12	\$ 3,000

Contracts**Small Cities Development Program (SCDP) Applications – Jacki, Kristi**

DEED's responses to the three SCDP proposals submitted this fall include:

Ortonville – Marginally Competitive

Benson – Competitive

Granite Falls – Not Competitive

Benson and Ortonville will move forward to the full application. Public hearings will be scheduled for February to present applications components and receive public feedback.

Appleton SCDP Grant - Katie

The City of Appleton's Small Cities Development Commercial and Owner Rehabilitation grant was closed as of December 31, 2012. The grant provided for the rehabilitation of 16 owner properties with total expenditures of \$277,487. Thirteen commercial properties were also rehabilitated with expenditures of \$196,070.

EDA Applications – Jacki

Dawson – Katie and Arlene are working with the City to set up an administrative contract for the EDA grant.

Granite Falls – waiting on grant award from EDA

RLF Recapitalization – waiting on grant award from EDA.

Swift County Solid Waste Plan - Kristi

The first section of the Solid Waste Plan has been submitted for review. Upon receiving feedback, the next section will begin.

Milan Comprehensive Plan update - Kristi

Kristi met with the city clerk in December and with Bob Ryan in January to learn more about what is currently happening in Milan. The census portion of the plan is nearly complete.

Graceville Comprehensive Plan update - Kristi

Graceville is currently discussion options of how to update their Comprehensive Plan.

Program Updates

Meander – Kristi

Kristi was notified that the grant written Southwest Arts and Humanities Council Legacy Funds for \$5000 for the 2013 Meander was successful.

Meander is currently soliciting past artists to reserve their spot in the 2013 Meander.

Hazard Mitigation – Jacki, Kristi, Lindsey

It's time to start thinking about updating county hazard mitigation plans again! Staff is collecting updating information from the state for the new plan updates. Plans take about 12-18 months to update using the state public participation process. The first three counties needing updates include: Chippewa, Yellow Medicine and Big Stone. Staff will reach out to county emergency manager's once finished receiving information from the state.

Updated plans are due to HSEM by the following dates:

Big Stone	10/14/2015
Chippewa	8/30/2015
Lac Qui Parle	6/23/2016
Swift	3/12/2017
Yellow Medicine	9/3/2015

Revolving Loan Fund – Jacki

A unscheduled payback boosted our funds available to over \$240,000. The Loan Advisory Board agreed that offering a **2.9% interest rate until March 2013** or until funds are gone to help stimulate some new activity. The UMVRDC will likely need to use existing funds prior to accessing the new RLF fund.

2010 CENSUS Profiles – Lindsey, Kristi, Jacki

Census profiles previewed at the last meeting are being revised and proofed. Staff plans to have these ready to go out to local units of government after the first of the year.

Regional Recruitment web portal – Jenifer, Dawn, Jacki

Staff is working with Vivid Image to create a web portal for Regional Recruitment. We are reviewing a first draft.

Minnesota River Valley National Scenic Byway - Kristi

Kristi received word that the grant to the Minnesota Historical Society (MHS) for \$7000 to help pay for the interpretive consultant was successful. The process for selecting a consultant is complete, and Bluestem Heritage will be hired to complete an Interpretive Plan, part of the Corridor Management Plan update. The 2013 Explore Minnesota Tourism grant to update the Byway website in 2013 was also successful for \$4000.

The byway has completed their 2012 Annual Report and Calendar, as well as sent out their 2013 Membership Mailing.

Prairie Waters Regional Tourism – Jenifer, Kristi

The Prairie Waters Board met on December 12 and approved the 2013 work plan and budget.

The Board also made decisions about how to move forward with the new Visitors Guide: we will once again be using Itineraries Minnesota to do the production and printing, and Prairie Waters staff will do the first round of ad sales. We are encouraging our communities to do co-op advertising pages: this will make advertising more affordable for businesses, while creating a good representation of what our individual communities have to offer.

The Antiques, Local Shops, Dining and Lodging Guide has been updated, and will be printed by the end of January. We will start distributing them as soon as we have them in our office.

Both Jenifer and Kristi will be attending the Explore Minnesota Tourism Conference in Minneapolis in February.

Safe Routes to School Applications – Lindsey

Lindsey has been working with several communities/school districts (Clarkfield, Montevideo and KMS) to develop planning assistance grant applications for the 2013-14 round of funding. Lindsey has also been working with SRTS Teams currently undergoing planning to develop infrastructure and non-infrastructure implementation grant applications. Additionally, Lindsey is writing an application for the RDC to provide SRTS technical assistance, through a SRTS coordinator position, for communities implementing SRTS programs or projects.

Meetings and Conferences

1/23	Prairie Waters Board Meeting	Jenifer, Kristi
1/24-25	MN EDAM Conference	Jacki
2/7	D8 TAP Subcommittee Meeting	Lindsey
2/11	UMVRDC RLF Meeting	Jacki
2/11-12	Transportation Planner’s Meeting	Lindsey
2/11-13	Explore Minnesota Tourism Conference	Jenifer, Kristi
2/14	Scenic Byway	Kristi
2/22	D8 ATP Meeting	Lindsey

Contracts active in FY13

Clara City Comprehensive Plan	Complete
Benson SCDP	February 2013
Ortonville SCDP	February 2013
Granite Falls SCDP	Complete
Safe Routes to School	June 2013
Swift County Solid Waste Plan	December 2013 (started)
Milan Comp Plan Update	December 2013 (started)
Web updates: Milan, Maynard	Complete to date/as needed

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMRDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: January 22, 2013

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.

- Researched and distributed information to employees regarding the health savings accounts. Reviewed policy changes.
- Several meetings with leaders in the Appleton area to discuss grant and planning ideas for a community project connected to Pioneer Public TV. Helped make connections and researched information with Minnesota West, USDA, DEED and others.
- Attended the Blandin Broadband Community Lac qui Parle Valley School District planning meeting. Was invited by Blandin to come to their statewide training as a MIRC mentor on Jan 16-17 in Grand Rapids.
- Had several Clean Energy Resource Team (CERTs) conference calls regarding the upcoming CERTS conference Feb 20-21 in St Cloud.
- Assisted Jacki with the CEDs meetings.
- Participated via conference call with the U of MN Tourism Center Advisory Committee and reported the recommendations from the Carlson Chair Grant Review Committee.
- Researched personnel policy revisions and made proposed changes.
- Completed staff reviews and one six-month review. Shared information on goal development for 2013.
- Attended the final DNR State Parks and Trails strategic planning committee meeting. The purpose of this committee is to review funding for state parks and trails and make a recommendation to the MN Legislature.
- Participated in a MCIT webinar on workplace ergonomics and scheduled a follow-up visit training for RDC employees.
- Scheduled a worksite wellness consultation with Blue Cross Blue Shield of MN.
- Met with Donn Winckler from MMDC regarding their employee doing consulting in our region without the agreed upon consultation between RDCs.
- Made appointments to meet with all five county boards in January.
- Solicited for new RDC board members for LQP County, Chippewa and Big Stone Municipalities. Graylen Carlson was appointed from LQP, Debra Lee Fader (Montevideo), Todd Erickson (Milan), and Scott Rixe (Graceville) have been nominated to date with applications closing this Friday.
- Organized the final delivery of computers to schools through our PCs for Kids grant with the Blandin Foundation.
- Set up date (January 30) for a joint new county commissioner training with Prairie Five and the Private Industry Council.
- Reviewed copy machine specs, proposals, and demo models for our new lease. Determined a new Xerox lease is the best fit and would save us almost ½ of our current Xerox lease \$231/mo for 60 months plus copies vs \$539/mo plus copies.

INFORMATIONAL ONLY- No Action requested

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Jacki Anderson, Senior Planner
DATE: January 22, 2013
RE: Loan Advisory Board Recommendations

January Loan Advisory Board Recommendations:

Loan Request – Jack Anderson

The loan request is for \$100,000 to assist with the purchase of Goldleaf Financial in Montevideo. The project financing proposal is a combination of bank, SWIF, owner investment and UMRDC RLF funds.

Recommendation: Approval of Jack Anderson's loan request of \$100,000 at 2.9% amortized over 5 years to assist with the purchase of Goldleaf Financial with collateral as a shared second position with SWIF.

Loan Request – Massoud Kazemzadeh

The loan request is for \$100,000 to assist Kay Processing/Kay's Naturals in Clara City with the expansion of the Kay's Natural's brand. The project financing proposal is a combination of bank/SBA, owner investment and UMRDC RLF funds.

Recommendation: Approval of Kay's Processing loan request of \$100,000 at 2.9% amortized over 5 years for working capital and inventory to assist with the expansion of the Kay's Natural brand with a collateral position behind the bank/SBA.

Staff presented the drafted RLF Plan for the Disaster Response RLF. The board reviewed changes to this plan compared with the existing RLF Plan. Changes that affected lending decisions generally made the fund less restrictive than the current RLF Plan. If you would like a copy of the plan please let me know.

Recommendation: Accept the 2011 Disaster Response RLF Plan as presented.

ACTION REQUESTED:

1. To approve the Loan Advisory Board recommendation and loan request from Jack Anderson for \$100,000 at 2.9% over 5 years to assist with the purchase of Goldleaf Financial with collateral as a shared second position behind the bank with SWIF.
2. To approve the Loan Advisory Board recommendation and loan request of Kay's Processing for \$100,000 at 2.9% amortized over 5 years for working capital and inventory to assist with the expansion of the Kay's Natural brand with a collateral position behind the bank/SBA.
3. To approve the proposed Disaster Response RLF Plan.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 22, 2013
RE: Personnel Committee Meeting Report

The Personnel Committee met on January 15 at the UMRDC office to discuss staff reviews, cost of living and policy updates.

Steps

Estimate step costs and a COLA are budgeted for when the annual budget is passed in July so the funds are in the current budget and are available if staff earns them based on the performance review.

Dawn shared the staff review process and results for all staff.

An additional recommendation was made for an adjustment to Lindsey Knutson step based on exceptional performance and experience demonstrated compared to the original step offered when hired.

Gary reviewed the performance review for Dawn based on feedback from board members and staff. Based on similar processes for other agencies the committee recommended agreeing to a step earned this year and one for next year without another formal performance review.

2013 COLA

Recommendation of a COLA for all employees retroactive to January 1, 2013. A 2% amount is currently included in the agency budget and would not cause an increase to the current budget. The UMRDC operates on a fiscal year July 1- June 30 not a calendar year. Any increases implemented retroactive to January 1, 2010 are split between two fiscal year budgets.

The recommendation was made to agree to a COLA contribution for the next 2 years. 2% in CY 2013 and 1.5% in CY 2014.

Health Reimbursement Account Contribution for 2013

- a. The current deductibles are \$3000 single/\$6000 family and employee pays 100% until deductible is met.
- b. Employees have the ability to "flex" up to \$2,500 dollars out of their paycheck pretax for medical expenses and childcare costs. This maximum amount was reduced by law in 2013.
- c. Premium costs for both dental and health went up only a few dollars for each employee for in 2013.
- d. In 2011 & 2012 the RDC contributed \$1500 to each employee's HRA.

The recommendation was made to agree to a contribution for the next 2 years.

Personnel, Accounting, and Technical Assistance Policy Revisions (attached)

The adoption of the proposed policy additions/revisions was recommended.

ACTION REQUESTED:

Authorize the Board of Director's recommendations for the following:

- Employee steps to be implemented per existing policy.
- Lindsey Knutson advanced 2 steps.
- Dawn Hegland: 1 step this year, one step next year without a formal review next year.
- 2% Cost of Living Adjustment (COLA) for CY 2013 and a 1.5% for CY 2014.
- \$1,500 HSA/HRA contribution for CY2013 and 2014.
- Recommended approval of attached policy revisions/additions.

use of a controlled substance is prohibited in the workplace and, further, specifying that it is a term and condition of employment that employees who are involved in the performance of any federal contract or grant may be disciplined and/or discharged for violating the prohibitions. Additionally, employees must notify their employer of any criminal drug statute conviction for a violation occurring in the workplace within five days of the conviction or face discipline or discharge

Drug/Alcohol Testing

Any alcohol and/or other drug testing undertaken by the RDC shall be in accordance with Minnesota Statutes 181.950-957 (1987), the Minnesota Drug and Alcohol Testing in the Workplace Act.

This Policy on Alcohol and Other Drug Use in the Workplace shall be in full force and effective beginning July 1, 1989.

1.6 Electronic Communications and Internet Use. Effective Date: 2-01-04

The Commission's electronic communications systems are provided as tools to provide better service to the public by enhancing job effectiveness and efficiency. Proper use of the Commission's electronic equipment and resources is the responsibility of each employee. The use of the Commission's phones, voice mail system, desktop and laptop computers, computer networks, printers, facsimile machines, computer applications and software, e-mail, intranet and internet systems, electronic files, data bases, copiers, pagers or cellular phones and any other peripheral equipment is to be used for business purposes. Any use must be for legal purposes and must withstand public scrutiny without embarrassment to the Commission. All users must consider the security risks and the risk of legal liability. Inappropriate or misuse of any electronic communication resources may lead to discipline, up to and including termination and/or criminal prosecution.

While employees may make personal use of Commission electronic communication system, the amount of use during work hours is expected to be limited to incidental use or emergency situations. Excessive time spent on such personal activities is subject to employee disciplinary action. The Commission, through its Executive Director, has the right to monitor all electronic and other communication by Commission employees.

Employees who use the Commission's email, computer network, and access the Internet must abide by the following:

- A. Understand that all data collected, stored, processed or disseminated by Commission employees is governed by the Data Practices Act, Minn. Stat. Chap 13 and other applicable statutes. Therefore, the gathering, use and dissemination of all such information through computers must be done within the structures of the Data Practices Act and other applicable statutes. Employees must not disclose or transmit Commission proprietary information, such as security specifics, software products or other information via email or the Internet except when approved by authorized management.
- B. All documents must be stored on a Commission server. This is to ensure proper anti-virus, storage, backup, and confidentiality requirements are being met. Local hard drives or external devices will not be used without prior approval by the Executive Director and IT Department, and even then should not be used for permanent storage.

1.8 Data Practices. Commission documents are subject to the provisions of Minnesota Statutes Chapter 13 concerning government data. For purposes of this section, the Executive Director shall be the data practices compliance official. In accordance with these provisions, Commission documents may be made available to the public in the Commission office during regular office hours. Copies of files or filed materials defined as public data will be made at a charge of fifty cents per page. For requests by mail, actual postage charges shall apply.

1.9 Employee Data Practices Advisory. Employee records are maintained in a location designated by the Executive Director. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc. Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

Part II: Recruitment and Selection

2.1 Recruitment. Employee appointments shall be made on the basis of competitive review open to all persons who satisfy the employment standards of the Commission with regard to experience, character, physical condition, and such other factors bearing on the ability of candidates to perform their required duties. All hiring except for hiring clerical personnel shall be conducted only after notice to the public of at least fourteen (14) days in a publication in each county of the region and in such other publications as the Executive Director deems appropriate. The Executive Director shall review all applicants and conduct interviews.

2.2. Background Check All finalists for employment with the Commission will be subject to a background check. Except where already defined by state law, the Executive Director will determine the level of background check to be conducted based on the position being filled.

2.3 Employee Appointments. Employee appointments except for clerical personnel shall be made by the Executive Director subject to the concurrence of the Commission Chairman and the approval of the Commission.

2.4 Clerical Appointments. The Executive Director may appoint any applicant to a clerical position who has met the requirements of that position.

2.5 Exceptions. The provisions of Section 2.1 do not apply to appointments of interns or to hiring consultants or contracting for services as provided in the Regional Development Act.

2.6 Emergency Appointments. Emergency appointments of new employees may be made when necessary, but no emergency appointments shall exceed thirty (30) consecutive working days, or be successive, nor shall any one person be granted more than three (3) emergency appointments within one (1) calendar year. The provisions of Sections 2.1 and 2.2 do not apply to emergency appointments.

2.7 Reinstatement. The Executive Director may with the approval of the Personnel Committee reinstate any former probationary or permanent employees to any position within two (2) years of the date of his/her resignation, retirement, or expiration of leave of absence.

Petty Cash Fund

The Commission does not keep a petty cash fund.

General Fund Investment Management

In January and July of each year the Executive Director and Finance Officer will review the balance of funds in the checking and money market savings account and determine if adequate funds are available for investing. Investments will be in index or mutual funds, interest-bearing checking accounts, money market accounts, certificates of deposit, and government securities (in particular, Treasury bills, notes and bonds) are to be the primary investments. The executive director and finance officer shall have the authority to invest the funds.

Purchases

To Prompt a Purchase:

1. When the normal cash disbursement procedure of invoice, etc., is not appropriate, a check request should be completed and forwarded with any order form or other documentation to the Executive Director or Financial Officer for approval. If the check is made out to Executive Director, that individual cannot approve the check request voucher.
2. Approved check requests should be sent to the Fiscal Staff for payment.
3. In the absence of backup materials, receipts for the purchase must be provided to the Fiscal Staff for attachment to the check request within two weeks from the check date.

Credit Card Purchases:

1. The Executive Director, and other RDC authorized employees carry RDC credit cards. The Executive Director's credit card limit is \$6,000 and may be used to secure authorized business expenditures of the RDC. The Lead Tourism Planner will have a credit limit of \$6,000 for the purchase of advertisements, marketing, etc. In every case of credit card usage, the individual charging an RDC account will be held personally responsible in the event the charges are deemed personal or unauthorized. All other RDC authorized credit cards have a \$24,000 spending limit.
2. Unauthorized use of the credit card includes:
 - a. Personal or non-business expenditures of any kind.
 - b. Expenditures which have not been properly authorized.
 - c. Meals, entertainment, gifts or other expenditures which are prohibited by:
 - 1) RDC budget and/or policies
 - 2) Federal, state, or local laws or regulations
 - 3) Grant conditions or policies of the entities from which the RDC receives funds.

TECHNICAL ASSISTANCE POLICIES

Introduction

Staff time provided for technical assistance is a resource which should be granted to projects in a manner which considers a fair division of time to individual communities and maintaining a reasonable workload for staff.

These guidelines and policies shall be reviewed annually by the Commission staff and Commission.

Priority Work Categories

Staff time will be allocated to work categories established by the full Commission during the annual work program development process. Once these categories are established individual projects may be accepted within those categories. Projects outside the Commission Work Program will be evaluated on a case-by-case basis by the Commission to determine if the project fulfills the mission of the Commission.

Individual Project Review and Approval

- ~~Proposed projects to be completed by Commission staff should be reviewed by the Executive Director or appropriate Division Director to determine if the project qualifies as a project in an approved work program category.~~
- Executive Director or appropriate Division Director to determine the appropriate schedule, costs, responsibilities and staff to move forward with the project.
- ~~Projects completed by Commission staff will require a signed contract between the Commission and the entity receiving the service and shall specify duties, final products, costs and other obligations for both parties. A sample proposal and contract template should be used for consistency.~~
- For projects less than \$1,000 projects requiring less than 100 hours of staff time, a contract may be entered into by the Commission without prior Commission approval. Approval by the Executive Director will be required.
- For projects requiring more than 100 hours of staff time totaling more than \$1,000, the contract to provide those services requires Commission approval.
 - If a project requires authorization prior to the regular Commission meeting, the Chairman has the approval to authorize a contract. The contract will also be presented to the Commission at the next regularly scheduled meeting for authorization.

Guidelines for Project Approval

Good judgment and reason should always be used in approving projects. The following factors, among others, should be considered when evaluating any project:

- Projects will be accepted on a time available basis.
- Evaluate Commission staff capacity and expertise prior to taking on a contract.

- Always try to find some way to get each project done.
- Do those things a client does not have the capacity to complete.
- Clients who have not been helped in the past should be given special consideration if possible.
- Projects of extraordinary impact may require special consideration.

Client Responsibilities

The responsibilities of the client for a project will be provided in the contract.

COMMISSION Responsibilities

The responsibilities of the Commission for a project will be provided in the contract.

Costs for Technical Assistance

- The Commission will charge \$605.00 per hour for technical assistance within the five-county Commission region, and GIS services provided to a client.
-
- The Commission will charge \$765.00 per hour for technical assistance outside of the five-county Commission region.
- Contracts may be established with a total project cost amount. The estimated number of hours needed to complete the project at the contract rate should be used as a guideline for determining the project cost.
-
- Costs for travel will be charged in addition to the hourly technical assistance rate. The current IRS mileage rate at the time of travel will be used.
- Special costs such as postage, copies, computer technology, and other expenses may also be charged in addition to the hourly technical assistance rate. These charges will be identified in the project contract.

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Jenifer Fadness & Kristi Fernholz

DATE: January 22, 2013

RE: Marketing BHAG

The BHAG Committee will be meeting prior to the Commission meeting. Members of the committee will provide an oral report on their committee meeting at the full Commission meeting.

Members of the committee are:

- Brett Buer
- Brent Olson
- Kathi Thymian
- Jim Dahlvang
- Jim Schmaedeka

INFORMATIONAL ONLY- No Action requested

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Jacki Anderson, Senior Planner
DATE: January 22, 2013
RE: CEDS Update

CEDS Strategy Meetings To-date:

#1 October 30th, 2012 – Reviewed regional demographics and discusses regional strengths, opportunities, weaknesses and threats.

#2 January 9th, 2013 – Reviewed general goals for the region. Brainstormed new regional strategies to be considered for the CEDS update.

What's Next?

5 meetings – one meeting will be hosted in each county to review drafted goals and strategies. County meetings will be planned for March 2013.

#3 Future CEDS Strategies Meetings:
Wednesday, April 10th, 2013 1-3:30 – Review feedback from county meetings, prioritize action items as-needed and work on strategy details.

#4 CEDS Strategy Meeting – TBD
The last meeting will review the draft CEDS and look for a recommendation from the committee to the UMRDC for acceptance.

The UMRDC will be asked to take final action on accepting the new CEDS later this spring prior to submission for EDA approval.

What is the CEDS again?

A CEDS document is required by the U.S. Department of Commerce Economic Development Administration (EDA) in order to maintain Economic Development District (EDD) status which the UMRDC holds for the five counties in Region 6W. This EDD status allows the UMRDC to work with local units of government to apply for funding through EDA for public works and planning projects.

UMVRDC staff is leading a CEDS process that will result in a new CEDS required to be submitted to EDA in June 2013. We have created a CEDS Corner on the UMRDC website for all the latest updates on CEDS and to find out when the CEDS Team will be in your area.

DRAFT CEDS GOALS:

Goal #1 – Attract and retain residents.

Goal #2 – Support the formation, retention and expansion of businesses and improve, coordinate and streamline services to entrepreneurs.

Goal #3 – Promote the development of high growth sectors and identify targeted industries to guide public policy, infrastructure development, workforce training and other economic development by promoting maintaining and improving the quality of life in the region.

Goal #4 – Create an attractive environment for economic development by promoting, maintaining and improving the quality of life in the region.

Goal #5 – Foster a public-private partnership with all entities delivering economic development programs to reduce duplication and increase effectiveness of service.

New Goal Ideas:

#6 – Healthy Communities – encouraging personal health, creating livable communities. Think... farmers markets, public art, trails.

#7 – Maximizing knowledge, skills and talent in the region

#8 – Regional Competitiveness and Resiliency / Marketing and Communications

**These goals may be combined or rephrased during the plan update process to best reflect the intentions of the region, the CEDS Strategy Committee and the UMRDC.