



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

June 25, 2013 - 6:30 PM

Introductions

Approve Agenda/Additions

1. Consent Agenda Items

- a. Approve Minutes from May 2013
- b. Approve Treasurer's Report and List of Bills
- c. CEDs Adoption Resolution
- d. Southwest Minnesota Arts and Humanities Council (SMAHC) Grant Application
- e. FY14 Levy Recommendation
- f. FY14 Statement of Indirect Costs & Direct Expenses
- g. FY14 Fund Balance Schedule
- h. FY14 Draft Budget
- i. Granite Falls Fiscal Agent Contract
- j. Hedgehog Fund
- k. Greater Minnesota Executive Strategy Application
- l. FY14 Goals

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

Citizen Comments

Round Robin: Please share any recent actions, discussions or issues from your council or board

Staff Presentation: Katie Kellner

2. Information Items

- a. Planner Update
- b. Executive Director Update
- c. Community Profile Update
- d. Regional Trails Plan Update
- e. Small Cities Development Program (SCDP) Awards
- f. Swift County City Representative

3. Action Items

- a. Nominating Committee
- b. NADO Conference
- c. NADO Board

4. Discussion Items

- a. Bus Tour

Adjourn

Next Meeting Date: Annual Meeting/Bus Tour – July 23rd

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

May 28, 2013

Board Members Present: Bruce Swigerd, Juanita Lauritsen, Gary Hendrickx, Gary Johnson, Jim Dahlvang, Brett Buer, Rusty Dimberg, Mark Bourne, Brent Olson, Jeff Olson, Scott Peterson, Warren Rau, Debra Lee Fader

Board Members Absent: Kathi Thymian, Scott Rixe, Jim Schmaedeka

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

Guests: none

Call to Order

Chairman Hendrickx called the meeting to order at 6:45 p.m.

Introductions

Introductions were made.

Approve Agenda/Additions

M/S/P – Rusty Dimberg, Warren Rau made motion to approve the agenda with the addition of 3b - staffing.

1. Consent Agenda Items

- a. Approve Minutes from April 2013
- b. Approve Treasurer's Report and List of Bills
- c. FY13 Fund Balance Revision #2 and Resolution

M/S/P – Jeff Olson, Juanita Lauritsen made motion to accept and approve the Consent Agenda Items as follows: minutes of the April meeting; approval of the April Treasurer's Report showing current revenue of \$8,008 and current expenses of \$59,200 along with the check listing as presented; approval and authorize of the Chairman's and the Executive Director's signature on the revised FY13 Fund Balance Designation Schedule and Resolution dated May 28, 2013.

ROUND ROBIN DISCUSSION:

- *Gary Hendrickx, Swift County:* Two RFP's sent out for a study on salary and a heating & cooling project. The county considering getting concrete bids only for the 2015 Federal project on County Road 6.
- *Brent, Big Stone County:* Courthouse roof needs replacing.

- *Gary Johnson, Yellow Medicine County*: Hearing for Canby Subway for abatement of taxes. A child protection officer was hired. Interviews for the Social Service Director were conducted and it was offered to an internal person.
- *Rusty, Big Stone County Townships*: MnDOT is in Ortonville working on the sidewalks to bring them up to ADA requirements.
- *Brett, Dawson/Boyd Schools*: A new elementary principal has been hired. There were 18 applicants of which 5 were interviewed.
- *James, Chippewa County Townships*: not present
- *Jim, Chippewa County*: The construction on Hwy 7 should be completed in 2 weeks. \$1000 was given to the MN River board for training. Bids were sent out for construction of ditch work. O'Reilly auto parts is opening a store in Montevideo.
- *Bruce, Prairie Five CAC, Inc.*: passed
- *Mark, LqP County Townships*: passed
- *Jeff, LqP County Municipalities*: passed
- *Scott, YM County Municipalities*: passed
- *Juanita, Workforce Council*: Internal adjustments have been made with 2 staff cuts and possibly another one to come.
- *Warren, Swift County Townships*: passed
- *Debra Lee, Chippewa County Municipalities*: City was awarded the DeWitt Award for flood management. The city working with Kevin Wald on a project.
- *Graylen, LqP County*: The goal of paperless is getting much closer. The bridge construction project is moving forward this summer, should get paved in 2014. Two oil barrels were removed from the courthouse grounds.
- *Vicki, Ortonville EDA*: New quarry has been approved.
- *Dawn, Executive Director*: Heather Giese has resigned from the board so letters have gone out to all Swift County cities for nominations. Letters will also go out to our public interest groups as well as the Upper Sioux Community and the Yellow Medicine County Township Association. There are open spots for the "Learn to Lead" series in Ortonville for any board member interested in attending with our staff.

Staff presentation:

Staff presentation was done by Kristi Fernholz. She talked about Meander. This is the 10th anniversary of this program. She talked about the history, artists and artwork, sponsors, advertising, budget and the collaboration it takes to pull this event together every October.

2. Information Items

- a. Planner Update - no questions/comments
- b. Executive Director Update – no questions/comments
- c. Southwest Initiative Foundation Grant – no questions/comments
- d. RDC Board Membership - no questions/comments

3. Action Items

- a. Loan Advisory Board Recommendations – May Meeting

M/S/P – SEWearables. Jim Dahlvang, Warren Rau made motion and authorized the proceeds received from the sale of the equipment to be applied towards May, June and July 2013 payments with the remaining proceeds to go towards the principal balance.

Authorization for staff to work with borrowers and lenders to implement either interest-only payments or deferred payments for August, September and October 2013 contingent on all lenders taking the same action with full payments to resume in November 2013.

M/S/P – Mark Bourne, Rusty Dimberg made motion to approve the extension of regular payments for the Dawson Mini-mall through December 2013.

M/S/P – Jeff Olson, Bruce Swigerd made motion to approve the subordination agreement for F&M Bank for Woodlake Lumber.

b. Staffing

M/S/P – Rusty Dimberg, Scott Peterson authorized the Executive Director to begin the advertising process for a new community development planner.

4. **Discussion Items**

a. BHAG Committee Updates

Stewardship:

- It was decided “no” on adding a position to the board which would include one county coordinator and one city manager/clerk.
- The starting time of the monthly meetings will stay at 6:30pm
- The annual meeting is scheduled for July 23rd and it was decided to keep it a full day agenda. Of the commissioners present all could attend a full-day except for 5 that could attend for ½ day.
- It was determined that all BHAG committees will meet in November, March and May during the FY14.
- Mentor program
- A survey will be given to all new board members after one year.
- Would like to see feedback on the evaluation forms on anything you’d like to have more detail on, a presentation on, etc...

Community Development:

- in 5 years, (2007 – 2012) have contracts with 50% of our LUGs
 - From 2007 to 2012, we’ve had contracts with 24 of the 58 LUGs, which is 41% (this does not include RLF contracts). In addition, during that time, we’ve had multiple repeat customers, met each year’s budget, sent out the 5 year assessment survey and have had several new contracts.
- in 10 years, (2013 – 2017) have contracts with 60% of our LUGs
 - Other criteria beyond percent of LUGs we have contracts with:
 - Repeat customers
 - Budget met or exceeded
 - Number of new contracts
 - Post-participant survey
 - 5 year assessment survey (took place in 2012, FY13)
- Review community project needs identified in the CEDS
- Visits to half of the LUGs each year (city council meetings or visits with the city manager/clerk)

- Take advantage of opportunities to build relationships with state and federal agencies as well as legislators
- Updated the numbers: #1 sent out 24 (2 per month) grant/loan opportunities throughout the year from state, federal or local entities for communities to apply to

Marketing:

- Staff met with 73% of the government agencies in our region
- Goal for FY14 is to visit half of the region's city councils
- Want to make better use of local media with press releases, etc.
- Get more photos of region to use in publications; explore cost of aerial photos
- Continue to encourage and route people to our website
- Continue to reach out to townships

b. CEDs Presentation

Jacki reviewed the Comprehensive Economic Development Strategy (CEDs) goals, objectives and strategies from the initial draft. Handouts were provided. The CEDs committee will be meeting one more time to make any changes. This board will be asked to approve/adopt the CEDs document at the June meeting.

Adjournment

A motion by Gary Johnson, Brett Buer for adjournment was made at 8:20pm.

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: June 25, 2013

RE: May 2013 Check Listing & Treasurer's Report

Attached is the treasurer's report for May 2013. 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 May 2013.

ACTION REQUESTED:

For the Commission to approve the attached UMVRDC May 2013 Treasurer's Report and also the May 2013 check listing (check #17642 through 17693) as presented.

Enc.

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

	FY13 Budget	Current	YR-To-DT	
REVENUES				
Agency Revenues				
Agency Revenues				
Interest	4,800	106	2,535	53%
Levy	266,000	22	126,641	48%
Miscellaneous	2,000		2,121	106%
Certificate of Indebtedness	-		-	0%
Contracts & Reserve	14,500		-	0%
Economic Development/EDA				
EDA Planning Grant	64,628	16,157	64,628	100%
WesMN RLF Admin	34,000		17,692	52%
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	5,503	22,888	41%
Hazard Mitigation Apps BS/YM/Chipp	1,500	500	1,000	
PC's for schools	960		-	0%
Small Cities Web Development			-	
City of Maynard	180		180	0%
City of Milan		270	270	
Blandin Marketing	4,827		5,875	0%
Grant Writing				
Granite Falls SCDP	4,600		4,600	100%
Ortonville SCDP (FY13 HH 3,000)	3,000		1,000	33%
Benson SCDP	7,800		7,800	0%
Granite Falls EDA App (FY12 HH 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		8,033	27%
Granite Falls EDA Grant	5,000		-	
SCDP Appleton	11,405		13,523	119%
Dawson EDA Grant	12,000		134	1%
SCDP - Benson #2	5,000	6,121	6,121	122%
Transportation/MN DOT				0%
Planning Grant	50,000		45,000	90%
Forecast Public Arts	500		500	
Prairie Waters	69,690	8,750	60,694	87%
Byway Corridor Management Plan	27,400		11,657	43%
Art Crawl	45,000	2,820	55,410	123%
Total Revenue	739,140	40,250	467,302	63%
Pass-Thru Revenue (not included above)		38,368	797,744	

May-13	FY13 Budget	Current	YR-To-DT	
DISBURSEMENTS				
Salaries/Fringe	533,829	44,576	489,317	92%
Commissioner's Expense				
Per Diem/FICA	10,000	1,077	8,989	90%
Meeting Expense	3,000	89	1,135	38%
Public Officials Ins.	4,500		4,203	93%
Travel C&C	7,500	755	5,820	78%
Training	7,000		-	0%
Audit	11,500		11,418	99%
Computer Technical Assistance	8,000	419	5,886	74%
Contract for Services/Comm Dev	2,500	3,000	9,000	360%
Copy Charge/Xerox Lease	7,500	486	6,566	88%
Depreciation	11,000	759	10,054	91%
Dues	3,500	750	832	24%
Insurance	1,050	(396)	824	78%
Intern	3,750		3,741	100%
Legal Fees	1,000	350	350	35%
Miscellaneous/Employee Morale	4,000	120	1,886	47%
Office Rent	12,210	1,017	12,200	100%
Postage	6,000	285	5,221	87%
Printing/Advertising	5,000		3,087	62%
RDC Marketing Items	2,000		-	0%
Registration/Training	10,000	2,150	7,906	79%
Repairs/Maintenance	2,000		968	48%
Software/GMS Maintenance-Updates	5,000	39	2,577	52%
Sub./Publications	2,000	9	1,688	84%
Supplies	6,000	142	3,558	59%
Telephone/Internet	3,700	315	3,787	102%
Travel/Staff	20,000	2,462	18,684	93%
Art Crawl	28,500	750	10,244	36%
Web Hosting/Maintenance	1,500		642	43%
RLF Fees			330	0%
Tourism Trade Shows/Ads	15,000	155	15,593	104%
TOTAL	738,539	59,308	646,504	88%
Revenue over (under) expense	601	(19,058)	(179,202)	
General Checking	46,848	Hedge Hog Grants		20,000
Money Market	331,911	City of Ortonville		(3,000)
Certificate of Deposit	150,000	Dawson Strategic Planning		(650)
RLF Savings	205,772	Big Stone County Hazard Mitigation		(5,000)
Agency Auto	30,047	Chippewa County Hazard Mitigation		(5,000)
Equipment Fund	20,961	Yellow Medicine County Hazard Mitigation		(5,000)
			Balance	1,350
UMVRDC Secretary/Treasurer		UMVRDC Executive Director		

MAY 2013 CHECK LISTING

Checks from 17642 to 17693

Check#	Vendor Name	C	Description
17642	05/01/2013 C & L Powder Coating, LLC	56,455.00	Loan Closing C&L Powder Coating
17643	05/01/2013 Dell Marketing L.P.	1,266.13	Computer, monitor, wireless keyboard and mouse
17644	05/01/2013 Federated Telephone	455.50	Spam Blocker, Maintenance
17645	05/01/2013 JACALYN ANDERSON	22.60	Personal vehicle travel reimbursement
17646	05/01/2013 JENIFER FADNESS	110.23	Staff Travel
17647	05/01/2013 Mediacom LLC	221.96	Prairie Waters Telephone, Agency Telephone
17648	05/01/2013 NCPERS Minnesota	32.00	Life Insurance - May
17649	05/01/2013 Ruth Keller	60.00	Office Cleaning
17650	05/01/2013 USABLE Life	24.50	Life Insurance - May
17651	05/01/2013 Wilcox Law Office PA	470.00	Attorney Fee, UCC filing fee
17652	05/01/2013 Xerox Corporation	247.28	Copy Charge
17653	05/28/2013 Bourne, Mark L	76.68	Commissioner PR
17654	05/28/2013 Buer, Brett T.	82.33	Commissioner PR
17655	05/28/2013 Dahlvang, Jim	252.65	Commissioner PR
17656	05/28/2013 Fader, Debra Lee	80.07	Commissioner PR
17657	05/28/2013 Johnson, Gary L.	188.40	Commissioner PR
17658	05/28/2013 Olson, Jeff	73.29	Commissioner PR
17659	05/28/2013 Peterson, Scott	87.98	Commissioner PR
17660	05/28/2013 Rau, Warren	121.73	Commissioner PR
17661	05/28/2013 Swigerd, Bruce	71.60	Commissioner PR
17662	05/15/2013 A to Z Letterpress Printing	750.00	Printing
17663	05/15/2013 BK Plumbing & Heating	4,075.00	Benson Owner Rehab
17664	05/15/2013 CHIPPEWA COUNTY AUDITOR/TREASURER	439.70	Dental Insurance - May
17665	05/15/2013 CITY OF APPLETON	1,016.67	Rent - June
17666	05/15/2013 Coalition of Greater Minnesota Cities	1,250.00	1/2 year membership
17667	05/15/2013 Dana F. Cole & Company LLP	27.00	May Flex Fee
17668	05/15/2013 DONS FOOD PRIDE	43.19	Supplies, Meeting Supplies
17669	05/15/2013 Douglas Holtquist	200.00	Artist Fee Refund
17670	05/15/2013 Franz Allbert Richter	250.00	Creative work on Meander brochure
17671	05/15/2013 Headwaters Regional Development Commission	27.81	Executive Director's Meeting lunch
17672	05/15/2013 Joe Fox	11.30	RLF Board Travel Reimbursement
17673	05/15/2013 Josh Falness	23.73	RLF Board Travel Reimbursement
17674	05/15/2013 KDMA - Ingstad Broadcasting	25.00	Advertising
17675	05/15/2013 Louis Sherlin	58.76	RLF Board Travel Reimbursement
17676	05/15/2013 Outdoor News Publications	154.50	Display
17677	05/15/2013 Paul Wilson	39.55	RLF Board Travel Reimbursement
17678	05/15/2013 Ridgewater College	1,750.00	Learn to Lead Series Training
17679	05/15/2013 Sherman Studios	750.00	Artwork & Design
17680	05/15/2013 SWIFT COUNTY HRA	10,043.00	City Share of Admin, Owner Rehab Admin
17681	05/15/2013 Terry Overlander	23.73	RLF Board Travel Reimbursement
17682	05/15/2013 Walter W. Wulff	38.42	RLF Board Travel Reimbursement
17683	05/15/2013 Wilcox Law Office PA	350.00	Legal Expenses, Intercreditor for C & L
17684	05/15/2013 WLBPA	10.00	Membership
17685	05/28/2013 Bluestem Heritage Group	2,000.00	Interpretive Plan - Second Payment
17686	05/28/2013 Chase Card Services	747.60	Travel, Training, Conference Registration
		100.84	Postage, Meeting Expense
		28.59	Staff Travel
		522.16	Staff Travel, Postage
		190.14	Staff Travel
		426.58	Staff Travel
		326.36	Agency Auto Gasoline
17687	05/28/2013 NCPERS Minnesota	32.00	Life Insurance - June
17688	05/28/2013 Ruth Keller	60.00	May Office Cleaning
17689	05/28/2013 Swift County Monitor-News	39.00	Subscription, Prepaid
17690	05/28/2013 USABLE Life	25.60	June Life Insurance
17691	05/28/2013 Vivid Image, Inc.	23.75	March 2013 Website Update
17692	05/28/2013 WEST CENTRAL TRIBUNE	173.28	Subscription, Prepaid subscription
17693	05/28/2013 Xerox Corporation	247.28	Copy Charge
Kathi Thymian, UMRDC Secretary/Treasurer			Dawn Hegland, Executive Director
Gray highlights are pass-thru expenses			

ACTION MEMO

TO: UMRDC Commissioners
FROM: Jacki Anderson, Senior Planner
DATE: June 25, 2013
RE: CEDS Resolution Adoption

The draft CEDS has been available for public review and comment since May 15th, 2013 meeting the minimum thirty (30) day review period required by EDA. No comments have been received by the public.

The plan has had many contributions from the CEDS Strategy Committee, local EDA members, local community and economic development professionals and UMRDC staff. All contributions were greatly appreciated.

The CEDS Strategy Committee last met on June 4th providing good feedback and suggestions for updating the format of the goals, objectives and strategies. The final document reflects these suggestions and may continue to be formatted to best represent the ideas of the strategy committee. The CEDS Strategy Committee had no concerns about the content found within the CEDS and supports the UMRDC formally adopting the document.

The most recent draft is available on the UMRDC's website at: www.umvrdc.org

EDA requires our CEDS update to be provided to them by June 30th, 2013. Contingent on approval at tonight's meeting the plan will be submitted to EDA immediately so that the UMRDC can maintain our Economic Development District (EDD) designation from EDA that will keep our region eligible for funding and program assistance.

Enclosed is a resolution for adoption of the 2013 Comprehensive Economic Development Strategy (CEDS). The CEDS will continue to be reviewed by staff on annually and updated on an as-needed basis.

UMVRDC staff recommends the adoption of the 2013 Comprehensive Economic Development Strategy (CEDS).

ACTION REQUEST:

Adopt the 2013 Comprehensive Economic Development Strategy (CEDS).



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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RESOLUTION #13-09
Adopting the Region 6W
2013 Comprehensive Economic Development Strategy

WHEREAS, the Upper Minnesota Valley Regional Development Commission (UMVRDC) is committed to improving the economic conditions of Region 6W (counties of Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine) and its people, businesses and local governments; and

WHEREAS, the UMVRDC serves as the Region 6W Economic Development District (EDD); and

WHEREAS, a CEDS was developed over a 12 month period that reflects the specific economic challenges and opportunities of the region and contains the key CEDS elements of analysis, vision, action plan and evaluation; and

WHEREAS, input from communities in each county was solicited in order to ensure broad geographic representation; and

WHEREAS, the CEDS Strategy Committee has reviewed and supports the 2013 CEDS document; and

WHEREAS, the CEDS Strategy Committee has no concerns and supports the adoption of the 2013 CEDS document; now

THEREFORE, BE IT RESOLVED, that the CEDS Governing Board, in making a commitment to support the economic development activities of the region, hereby adopts the Region 6W 2013 Comprehensive Economic Development Strategy (CEDS) as presented.

Adopted this 25th, day of June, 2013

SIGNED:

ATTEST:

Chairperson, UMVRDC

Secretary/Treasurer, UMVRDC

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Tourism Planner
DATE: June 25, 2013
RE: Southwest Minnesota Arts and Humanities Council (SMAHC) Grant Application

A planning grant was written to the Southwest Minnesota Arts and Humanities Council (SMAHC) Grant Application for \$2000. This planning grant is to coordinate meetings in the region to brainstorm possible regional public art projects, and to pay for a request for qualifications to receive artist proposals. The hope is that this will lead to a larger grant request to create a public art project.

There is a match requirement of 10% with this grant. We are requesting \$497 from the UMRDC as a match for this grant.

ACTION REQUESTED:

To approve the authorization of the executive director's signature on the SMAHC Planning Grant Application, and to approve \$497 as the cash match.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury, Financial Officer

DATE: June 25, 2013

RE: FY14 Levy Recommendations

Below is the levy breakout for the current fiscal year and also a proposed levy for FY14 which includes a three percent increase (the maximum we can increase per year as stated in MN Statute). For 2014, the levy has been estimated at \$280,435 which is an increase of \$8,168. The amount paid per county is based on each county's share of the Region's net tax capacity. The state sends out a distribution percentage breakdown usually towards the end of July and at that time I will provide you with the actual breakout as well as certify that amount with each county auditor.

FY13 Levy Division			FY13 Allocation		FY14 Estimate		Proposed Increase
			\$ 272,267		280,435		103% 8,168
Big Stone County	11%		30,336		31,246		910
Chippewa County	23%		63,104		64,997		1,893
Lac Qui Parle County	17%		46,478		47,872		1,394
Swift County	24%		66,194		68,180		1,986
Yellow Medicine County	24%		66,155		68,140		1,985
Total	100%		\$ 272,267		\$ 280,435		\$ 8,168

Continued on the next page is a table that shows where the levy dollars are allocated.

		Proposed Levy Allocation		FY14	FY13	FY13
Total FY14 Levy with 3% increase				\$ 280,435	\$ 272,267	Thru May
Expense		Description		Cost		
Commissioner's Expense		Per diem, travel, meeting costs, training, insurance		35,500	37,500	16,396
Salaries/Fringe/Indirect		Staff unbillable/contract development/Planners		57,000	45,179	22,701
Salaries/Fringe/Indirect		Executive Director, Financial Officer, Admin Assistant		59,400	40,000	54,706
Direct Expense		Expenses not allowed in indirect pool, ie. Dues, some travel & ad's ect.		10,000	10,000	10,768
Staff Development & Training				10,000	13,500	2,832
Hedge Hog Grants				20,000	20,000	18,650
Match						-
EDA Planning Grant		50%		64,628	64,628	64,628
Transportation		15%		8,824	8,824	8,824
Prairie Waters		~20%		20,000	20,000	20,000
Byway Corridor Management		20%		7,050	15,000	6,875
Safe Routes for Schools		14%		8,442	-	
Statewide CEDS		50%		10,000		-
Potential Grant Match Reserve				5,000	15,000	960
Miscellaneous & Overrun				5,000	5,000	4,826
Projected Total Levy Allocation				320,844	294,631	232,166
				(40,409)	(22,364)	
I only included \$274,000 in the budget as we typically do not receive all of the levy dollars certified due to unpaid taxes.						

ACTION REQUESTED:

For the Commission to recommend the inclusion of a 3% levy increase (for a total of \$280,435) in the FY14 budget for the July 2013 UMVRDC public meeting.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Arlene Tilbury, Financial Officer
DATE: June 25, 2013
RE: FY14 Statement of Indirect Costs & Direct Expenses

Attached for your review is our working draft of the FY14 statement of indirect costs and a worksheet showing the breakdown between direct and indirect expense. The RDC has used the indirect cost process as a fair and equitable way of distributing expenses across agency program areas. All costs that can be identified specifically to a program area are charged directly. Expenses that are not easily identifiable with a specific program are charged to the indirect cost pool. These expenses are shared among programs that benefit by dividing the total of expenses charged to the indirect pool by the number of direct hours to establish an hourly rate. For each hour charged to a program the hourly indirect rate is also charged to that program.

Staff will continue to refine these documents and will present the revised document at the July annual meeting for approval.

ACTION REQUESTED

To recommend the draft FY14 statement of indirect costs be presented at the annual RDC public meeting in July.

Enclosures

FY14 Proposed Direct/Indirect Allocation

		TOTAL		DIRECT	INDIRECT
DISBURSEMENTS		-----		-----	-----
Salaries		393,971		295,200	98,771
Fringe Benefits		205,958		154,323	51,635
				0	0
Commissioner's Expense					
Per Diem		12,000		12,000	0
FICA		1,000		1,000	0
Public Officials Ins.		5,000		5,000	0
Meeting Expense		3,000		3,000	0
Travel C&C		7,500		7,500	0
Training		7,000		7,000	0
Art Crawl/Meander		32,000		32,000	0
Audit		13,000		1,000	12,000
Certificate of Indebtedness Loan		0		0	0
Computer Technical Assistance		10,000		0	10,000
Contract for Services/Comm Dev		9,000		9,000	0
Copy Charge/xerox lease		8,500		1,500	7,000
Depreciation		11,000		0	11,000
Dues		3,500		3,500	0
Insurance		1,000		0	1,000
Intern/high school student		12,000		12,000	0
Legal Fees		2,000		1,500	500
Miscellaneous/Employee Morale		4,000		2,800	1,200
Office Rent		12,210		0	12,210
Postage		6,000		2,200	3,800
Printing/Advertising		5,000		3,500	1,500
RDC Marketing Item		2,000		1,000	1,000
Registration/Training		10,000		7,000	3,000
Repairs/Maintenance		2,000		1,500	500
Software GMS/GIS/General		8,000		500	7,500
Sub./Publications		2,000		1,000	1,000
Supplies		6,000		1,180	4,820
Telephone/Internet		4,000		500	3,500
Tourism Trade Shows/Ads/Byway		15,000		15,000	0
Travel/Staff		20,000		17,500	2,500
Web Hosting/Maintenance		3,500		0	3,500
	TOTAL	837,138		599,202	237,936

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Arlene Tilbury, Financial Officer
DATE: June 25, 2013
RE: FY14 Fund Balance Schedule

A requirement of GASB #54 is that the attached policy and fund balance schedule be reviewed each year to ensure that there are sufficient unassigned general fund dollars. A copy of the policy is enclosed for your review. Also for your review is a copy of the FY14 Fund Balance Schedule.

At this time we do not see a need for any changes to the policy or the FY14 fund balance schedule.

ACTION REQUESTED:

- 1) For the Commission to approve the existing Governmental Accounting Standards Board (GASB 54) policy with no changes;
- 2) For the Commission to approve the UMVRDC FY14 Fund Balance Schedule.

GASB 54 Fund Designation Policy

PURPOSE

The purpose of this policy is to establish new fund balance classifications to allow for more useful fund balance reporting in compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB), to ensure the financial stability of the Upper Minnesota Valley Regional Development Commission (UMVRDC), and to provide a reserve enabling the UMVRDC to deal with unforeseen budget expenditures and revenue shortfalls.

GENERAL STATEMENT OF POLICY

The policy of the UMVRDC is to classify its fund balances based on the nature of the particular net resources reported by the UMVRDC. Fund Balance categories will be identified according to the guidelines in Governmental Accounting Standards Board (GASB) Statement No. 54. Fund Balance categories will include Non-spendable, Restricted, Committed, Assigned and Unassigned.

DEFINITIONS

- A. **Non-spendable Fund Balance** – represents amounts that are not in a spendable form - such as Inventory, Postage, Prepaid Expenses, Accrued Interest Receivable, Taxes Receivable, and Fixed Assets.
- B. **Restricted Fund Balance** – represents amounts that can be spent for only the specific purposes stipulated by constitution, external resource providers, or through enabling legislation- such as grants, pass-through funds etc. Restrictions may be changed or lifted only with the consent of the resource provider.
- C. **Committed Fund Balance** – represents amounts that can only be used for the specific purposes determined by the UMVRDC Board. It requires formal action by the UMVRDC Board to remove or change the constraints placed on these resources - such as amounts committed for vacation, unemployment claims, and the medical reimbursement plan.
- D. **Assigned Fund Balance** – represents amounts intended for a specific purpose. The UMVRDC may delegate the authority to assign amounts in this classification to the Executive Director and/or the Finance Director - such as between tax settlement.
- E. **Unassigned Fund Balance** – represents resources available to meet current and future years' expenditures - such as the general fund balance.

ORDER OF RESOURCE USE

UMVRDC hereby establishes the following order for resource use: Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance. Journal entries at the end of the fiscal year may be used to accomplish this.

COMMITTING FUND BALANCE

A majority vote of the Commission is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

ASSIGNING FUND BALANCE

UMVRDC Board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. Requested changes in assignments must be presented to the UMVRDC Board prior to any change in the designation of funds.

The Commission will endeavor to assign at least 25% of the UMVRDC's General Fund operating budget, excluding those accounts associated within the restricted category. Amounts reported as assigned should not result in a deficit in the unassigned fund balance.

Use of an existing fund balance to eliminate a budgetary deficit in the subsequent year's budget satisfies the criteria to be classified as an assignment of fund balance. The amount assigned cannot be greater than the budget deficit.

REVIEW

Upon completion of the audit, Commission will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level to determine if further action is required.

**Upper MN Valley Regional Development Commission
FY14
FUND BALANCE DESIGNATION SCHEDULE
Adopted 06/25/2013**

**FY13 Revision #2
Non-Spendable**

Inventory
Prepays

Restricted

Revolving Loan Fund - (for relending)
Scenic Byway Savings

Committed

- * Sick Leave Designation
- ** Vacation Designation
- Unemployment Designation (\$10,000)
- Medical Reimbursement Allocation (\$12,000)
- Flex Account

Assigned

Agency Auto Fund
Equipment Replacement Fund
Between Tax Settlements (\$100,000)

Unassigned

Fund Balance

Gary Hendrickx
UMVRDC Chairman

Date

**FY14 Schedule
Non-Spendable**

Inventory
Prepays

Restricted

Revolving Loan Fund - (for relending)
Scenic Byway Savings

Committed

- * Sick Leave Designation
- ** Vacation Designation
- Unemployment Designation (\$10,000)
- Medical Reimbursement Allocation (\$12,000)
- Flex Account

Assigned

Agency Auto Fund
Equipment Replacement Fund
Between Tax Settlements (\$100,000)

Unassigned

Fund Balance

Dawn Hegland
UMVRDC Executive Director

Date

* The sick leave fund will be adjusted at the end of the year by taking the applicable rate of the year end accrual listed in the year to date cost allocation report.

** The annual leave fund will be adjusted at the end of the year by the amount listed in the year to date cost allocation report.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 25, 2013

RE: FY2014 Budget Recommendations

Attached is the Fiscal Year (FY) 2014 budget. It looks great for the beginning of the year. There is only \$10,000 bolded (under Technical Assistance Potential Contracts and Potential Grant Writing Projects). This is the lowest shortfall amount we have had in some time, as can be seen in the chart below.

	Beginning shortfall	Ending balance
FY 08	-105,000	+12,991
FY09	-124,000	+21,281
FY10	-25,000	+81,065
FY11	-30,000	+166,744
FY12	-43,000	+61,021
FY13	-97,000	<i>Still Open</i>
FY 14	-10,000	

Please note that this budget includes a 3% levy increase AND the cost for a new staff person.

Each year we prepare the draft budget and ask the RDC in June to recommend it for presentation at the public meeting as part of our RDC annual meeting in July. The RDC has the public meeting as part of the annual meeting and based on comments received adopts it in July. It is not unusual that between now and July we might have an additional contract to add (reducing the shortfall) if that is the case staff will point that addition out either in July prior to the adoption process.

ACTION REQUESTED:

To approve using the attached draft FY 2014 UMVRDC budget for the public hearing at the July 23, 2013 RDC annual meeting.

DH

Enc

REVENUES	FY 13 Budget		FY 14 Draft
	Revision #1	7/1/12-5/31/13	Budget
Agency Revenues			
Interest	\$4,800	\$2,535	\$4,800
Levy	\$266,000	\$126,641	\$274,000
Miscellaneous	\$2,000	\$2,121	\$1,500
Certificate of Indebtedness	\$0		
Contracts & Reserve	\$14,500		\$0
Economic Development/EDA			
EDA Planning Grant	\$64,628	\$64,628	\$64,628
RLF Admin	\$34,000	\$17,692	\$34,000
Transportation/MN DOT			
Planning Grant	\$50,000	\$45,000	\$75,000
Arts and Tourism			
Forecast Public Arts	\$500	\$500	\$0
Prairie Waters	\$69,690	\$60,694	\$69,690
Byway Corridor Management Plan	\$27,400	\$11,657	\$28,200
Art Crawl	\$45,000	\$55,410	\$46,000
Technical Assistance			
<i>Technical Assistance Potential Contracts</i>	\$0		\$6,000
Swift Solid Waste Plan (FY12 3,500)	\$3,500	\$0	\$3,500
Milan Comp Plan Update (FY12 HH 4,850)	\$4,850	\$0	\$0
Safe Routes for Schools Award 1	\$56,000	\$22,888	\$9,000
Safe Routes for Schools Award 2	\$0	\$0	\$30,000
Safe Routes Coordinator	\$0	\$0	\$41,000
Hazard Mitigation Applications BS/Chip/YM	\$1,500	\$1,000	
Hazard Mitigation Updates (FY13 HH \$7,500)	\$0	\$0	\$35,000
PC's for schools	\$960	\$0	\$0
City of Maynard	\$180	\$180	\$0
Blandin Marketing	\$4,827	\$5,875	\$0
Grant Writing			
<i>Potential Grant Writing Projects</i>	\$0	\$0	\$4,000
Granite Falls SCDP	\$4,600	\$4,600	\$0
Ortonville SCDP	\$3,000	\$1,000	\$0
Benson SCDP	\$7,800	\$7,800	
Granite Falls EDA App (FY13 HH 4,000)	\$4,000	\$4,000	\$0
RLF Application	\$5,000	\$5,000	\$0
Grants Admin/Management			
New Benson SCDP	\$500		\$18,000
New Ortonville SCDP	\$500		\$18,000
Granite Falls Overall Admin	\$30,000	\$8,033	\$23,000
Granite Falls EDA Grant	\$5,000	\$0	\$30,000
SCDP Appleton	\$11,405	\$13,523	\$0
Dawson EDA Grant	\$12,000	\$134	\$30,000
SCDP - Benson #2	\$5,000	\$6,121	\$708
Total Revenue	\$739,140	\$467,032	\$846,026

	FY13		FY 14 Draft
EXPENSES	Revision #1	7/1/12-5/31/13	Budget
Salaries/Fringe	\$533,829	\$489,317	\$599,928
Commissioner's Expense			
Per Diem/FICA	\$10,000	\$8,989	\$14,000
Meeting Expense	\$3,000	\$1,135	\$3,000
Public Officials Ins.	\$4,500	\$4,203	\$5,000
Travel C&C	\$7,500	\$5,820	\$7,500
Training	\$7,000	\$0	\$7,000
Audit	\$11,500	\$11,418	\$13,000
Contract for Services/Comm Dev	\$2,500	\$9,000	\$9,000
Computer Technical Assistance	\$8,000	\$5,886	\$10,000
Copy Charge/Xerox Lease	\$7,500	\$6,566	\$8,500
Depreciation	\$11,000	\$10,054	\$11,000
Dues	\$3,500	\$832	\$3,500
Insurance	\$1,050	\$824	\$1,000
Intern	\$3,750	\$3,741	\$12,000
Legal Fees	\$1,000	\$350	\$2,000
Miscellaneous/Employee Morale	\$4,000	\$2,216	\$4,000
Office Rent	\$12,210	\$12,200	\$12,210
Postage	\$6,000	\$5,221	\$6,000
Printing/Advertising	\$5,000	\$3,087	\$5,000
RDC Marketing Items	\$2,000	\$0	\$2,000
Registration/Training	\$10,000	\$7,906	\$10,000
Repairs/Maintenance	\$2,000	\$968	\$2,000
Software/GMS Maintenance-Updates	\$5,000	\$2,577	\$8,000
Sub./Publications	\$2,000	\$1,688	\$2,000
Supplies	\$6,000	\$3,558	\$6,000
Telephone/Internet	\$3,700	\$3,787	\$4,000
Travel/Staff	\$20,000	\$18,684	\$20,000
Art Crawl	\$28,500	\$10,244	\$32,000
Web Hosting/Maintenance	\$1,500	\$642	\$3,500
Tourism Trade Shows/Ads	\$15,000	\$15,593	\$15,000
Total Expense	\$738,539	\$646,506	\$838,138
REVENUE OVER EXPENSE	\$601		\$7,888

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury, Financial Officer

DATE: June 25, 2013

RE: Granite Falls Fiscal Agent Contract

The City of Granite Falls would like the RDC staff to continue working with them as the fiscal agent for their continued flood recovery efforts. Our current contract ends June 30th but due to many of the projects being completed there will be approximately \$4,000 left on this year's contract to carry forward into FY14. The attached contract is for July 1, 2013 through June 30, 2014 and is for an additional \$20,000. To date we have assisted in the administration of over \$17 million dollars for the City of Granite Falls.

Arlene Tilbury and Katie Kellner will be the lead staff on this contract.

ACTION REQUESTED:

Authorize the Executive Director's signature on the \$20,000 Granite Falls fiscal agent contract for FY14.

CONTRACT FOR FISCAL AGENT SERVICES

City of Granite Falls
and
Upper Minnesota Valley Regional Development Commission

FY 2014 - #01

THIS CONTRACT for Fiscal Agent Services is between the City of Granite Falls hereinafter referred to as the "City" and the Upper Minnesota Valley Regional Development Commission, hereinafter referred to as "UMVRDC".

WITNESSETH: In consideration of the mutual covenants and agreements contained herein, the City and UMVRDC agree as follows:

I. CONTRACT TERM

The term of this Agreement is from July 1, 2013 through June 30, 2014.

II. ADMINISTRATIVE TERMS

In consideration of financial reimbursement, UMVRDC agrees to act as fiscal agent on behalf of the City for its disaster recovery activities.

As Fiscal Agent for the Granite Falls disaster recovery activities, the UMVRDC agrees to perform all terms and conditions imposed upon the City by the funding agencies related to fiscal control and reporting.

The UMVRDC agrees to provide a Financial Officer to perform all fiscal activities. All of the services will be performed by UMVRDC personnel who shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

The Financial Officer shall be responsible for establishing and maintaining a financial system that meets all applicable state and federal requirements. This includes attending task force meetings and up to 25 hours of staff time per month to accomplish the following: update spreadsheets; request funds; prepare reports; provide Granite Falls auditors pertinent information regarding disaster recovery related activities; track all funding per activity. If additional assistance or meetings are required, the City will be billed at \$65 per hour.

III. PAYMENT TERMS

The City agrees to pay the UMVRDC \$65 per hour plus mileage, copy charges and miscellaneous expenses for project related costs for a total fee not to exceed \$20,000.

V. AMENDMENT

This contract may be amended upon mutual consent of both parties.

VI. TERMINATION

a. The City may terminate this Contract if the UMVRDC inexcusably fails to perform any of the provisions hereof. Such termination shall occur thirty (30) days after the receipt by the UMVRDC of written notice specifying the grounds thereof, unless prior to the date, the UMVRDC has corrected the illegal nonperformance of the provisions of this Contract.

b. In addition, this Agreement may be terminated upon mutual consent of both parties.

Executive Director
Upper Minnesota Valley
Regional Development Commission

Mayor, City of Granite Falls

Date _____

Date _____

ATTEST:

City Manager

Date _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 25, 2013

RE: Hedgehog Fund Recommendations

In the last several years the UMVRDC set aside funds from our levy or general fund for an account that we allocate as "Hedgehog Grants". The fund is designated for projects within the region that complement goals set forth by the RDC. A project can request funds to cover a portion of the total cost of the project if the project contract is with the RDC. The budget committee recommended \$20,000 in our FY 2014 budget to be used for this purpose. These funds will have a separate line item in our agency budget and tracked in-house.

In 2011 we allocated 15,000. In 2012 and 2013 we allocated 20,000.

In FY2011 we subsidized the following work:

- \$750 for LqP Co. Geothermal Energy Grant Writing (\$1,500)
- \$4,000 for Dawson EDA/DEED Grant Writing (\$8,000)
- \$2,000 for Granite Falls Riverfront Revitalization Strategic Planning (\$4,000)
- \$4,000 for Swift County Zoning Update (\$12,000)
- \$4,250 for Clara City Comp Plan Development (\$19,000)

Cumulatively we used our \$15,000 to gain an additional \$29,500 in new revenue.

In FY 2012 we have subsidized the following work:

- \$4,000 for Dawson EDA Grant (\$8,000) (\$60,000)
- \$4,000 Granite Falls EDA Grant (\$8,000) (\$60,000)
- \$3,500 Swift County Solid Waste Plan (\$7,000)
- \$ \$4,850 Milan Comp Plan (\$9,700)

We have the potential to use \$16,350 to leverage an additional \$152,700 in new revenue.

In FY 2013 we have subsidized the following work:

- \$3,000 for Ortonville SCDP Grant (\$6,000)
- \$650 for Dawson Strategic Planning (\$1,300)
- \$5,000 for Big Stone Hazard Mitigation Plans (\$40,217)
- \$5,000 for Chippewa Hazard Mitigation Plans (\$40,217)
- \$5,000 for Yellow Medicine Hazard Mitigation Plans (\$40,217)

We have used \$18,650 to leverage an additional \$109,301 in new revenue.

Staff discussed what types of projects to fund. We realize there may be some political pressure to fund certain types of projects or projects in certain communities. In the end we need to consider how can we use this money to benefit the region and the RDC's sustainability. This money is coming directly from the agencies operating budget- so we need to ensure that it will generate **additional** funds to the agency in order to justify its use. Below are some priority areas for the funds use.

1. Our emphasis should be on getting contracts with governments we have not worked with and some of our smaller towns but it does this penalize governments that work with us regularly. WE will continue to earmark \$10,000 for small towns (under 500 in population) but if we use up the other portion of the funds we will dip into the small town allocation.
2. We should use this fund to work on projects that have a potential to generate additional projects for the RDC. Example: if we subsidize the writing of a SCDP grant and it is successful, we will receive additional funds for the administration of the grant. There are many grants we may be asked to write that do not have any follow up role for our office.
3. Comprehensive and strategic plans allow our staff to be involved with the priority issues for governments. There would be lots of insight we could gain and follow-up on for future projects. These projects tend to be much larger and longer term projects (\$20,000-40,000 for a full blown plan).
4. Funds are available on a first come first serve basis.

ACTION REQUESTED:

Recommendation to allocate \$20,000 from the levy for the 2014 Hedgehog Fund.

DH

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 25, 2013
RE: Greater MN Development Strategy Application

As a united Minnesota group of regional development organizations we are proposing that EDA fund us to develop a three phase approach to developing a Greater Minnesota Development Strategy that links our assets, leverages our resources and aligns opportunities. Our three phased approach will help Minnesota Regional Development Organizations align, engage and empower our group to take action. All three phases will position us to help build a stronger, more stable and more competitive Minnesota economy. The following summarizes the goal of each phase:

- Phase 1: Align. Improve current data collection practices by developing a statewide CEDS model for all the districts to follow. The goal is to have data that can be easily aggregated for comparison and analysis.
- Phase 2: Engage. Connect key stakeholders from around the state to develop economic development strategies using the aggregated regional data.
- Phase 3: Empower. Position the regional development organizations to be successful in implementing statewide strategies through accountability and on-going review processes.

The beginning of the 21st century presents a number of challenges and opportunities to rural Minnesota as it charts its economic future. An economy that is now driven by innovation demands that we create an environment that nurtures its talent and workforce, supports entrepreneurship and creates communities that can support both. In order for rural Minnesota to succeed, there needs to be a strong, collective and credible voice that can create and move forward an economic agenda at the local, regional, state and federal level.

What will be Accomplished? Minnesota RDO's will work collectively to accomplish the following:

- *Create a common state template for our CEDS, including a template for data collection, assessment, and strategies, and measures of success;*
- *Develop regional strategies that address the special challenges and opportunities of each part of the state;*
- *Create a framework to address statewide issues and opportunities that will enhance and support economic development efforts at the local and regional level;*
- *Engages multiple state, federal, and non-profit partners; and*
- *Raise the bar on what constitutes effective rural economic development in Minnesota.*

Why is this Important? At this time in rural Minnesota's life, this effort is critical:

- The 21st century economy requires rural Minnesota to be smart and strategic to be able to hold its own in an increasingly competitive environment;
- Rural Minnesota has to speak with one voice at the state and federal level;
- In an environment where federal and state revenues are increasingly scarce, alignment of the resources behind a well-thought out strategy is vital; and
- State and federal partners are critical to rural Minnesota's success. If we are going to get their help, we need to be clear about our direction.

RDOs will apply to EDA jointly and ask for planning dollars that will allow each RDO to spend time developing this plan. The funds will also pay for a consultant to facilitate the process, complete research and assess regional plans, and assist with engaging partners. Each RDO will be asked to put in the required 1:1 match. This match will likely be split over 2 fiscal years (2014 and 2015). The current statewide budget that I developed on behalf of the RDOs has a total cost of about \$550,000. We have included a \$10,000 UMVRDC match in our proposed FY 2014 budget.

ACTION REQUESTED:

To approve the attached resolution that commits our participation authorizes up to \$25,000 in match, and authorizes the executive director's signature on any application and agreement required documents.

DH

Enc



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

ADOPTING RESOLUTION #13-10

TO PARTNER WITH RDO'S IN MINNESOTA TO APPLY FOR A GRANT TO EDA TO DEVELOP A GREATER MINNESOTA DEVELOPMENT STRATEGY

WHEREAS, regional development organizations are designated as Economic Development Districts by U.S. Dept. of Commerce EDA, and

WHEREAS, regional development organizations across Minnesota intend to submit a grant application to, US Dept. of Commerce, EDA to create a Greater Minnesota Development Strategy, and

WHEREAS, Creation of this strategy will align the regional development organization's current and future economic strategies for greater Minnesota; and

WHEREAS, the Upper Minnesota Valley Regional Development Commission (UMVRDC) will support this application and participate in the planning process; and

WHEREAS, the UMVRDC will dedicate tax levy dollars as a 1:1 match cost share not to exceed \$25,000.00.

THEREFORE BE IT RESOLVED, that the UMVRDC hereby directs and authorizes staff to partner with the other regional development organizations to develop the Greater Minnesota Development Strategy, and

BE IT FURTHER RESOLVED that Dawn Hegland, Executive Director, as the official representative of the Commission, is authorized to sign the necessary contracts or agreements and accept any award associated with this project.

Adopted this 25th day of June 2013

ATTEST:

ATTEST:

Chairperson, UMVRDC

Secretary/Treasurer, UMVRDC

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 25, 2013

RE: FY2014 Goals (Work Plan)

Attached are the DRAFT 2014 Big Huge Audacious Goals (BHAGs). Committee members and staff met over the last few months to edit and make revisions prior to their adoption at the July annual meeting as the official FY14 UMRDC work plan.

ACTION REQUESTED:

Recommend the presentation of these goals, strategies and tactics as the official UMRDC work plan at the July 2013 annual meeting.

Board Stewardship: The RDC Commission will have 100% of the board members engaged in stewardship for the agency.					2014
Base Camps: Attendance maintained at 80% or better. 80% of board surveys report that board members feel engaged with meetings and agenda. Staff receives important information through discussions and interaction at board members that lead to projects					93% through April 2013 74% said the board had 100% participation at an excellent or very good level Not many opportunities from board members have led to new contracts
Strategy A.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
Develop an orientation strategy for all newly appointed Commission members to make sure all commissioners have a sufficient level of knowledge and understanding of the Commission to enable them to be strong advocates of the RDC.	1. Update orientation manual annually. Include a 1 page executive summary, revised acronym list.	Annually	Orientation manual will be updated with new board policies.		
	2. Executive Director will meet with all NEW Commission members to review orientation packet. Have new members sit in on RDC meetings for a few months before doing the orientation.	As needed	The Exec. Dir. met with all new board members. Have an existing board member there to share perspective.		
	3.RDC staff take turns with 5-minute staff report at the board meeting	Monthly	Staff reports will be included at every meeting.		
	4. Annually discuss special interest group board positions and reappoint members and or solicit new members. Current positions include: Prairie 5, Workforce Council, EDA.	Spring 2014	A decision will be made by the board on whether to change or add any new public interest reps.		
	5. Develop board mentor program/buddy program. Sit new board members next to experienced board members and ask them to check in about any questions each month.	As new members are brought on	Board members will be asked if it is helpful.		
	6. Survey newest members about what questions they have after being on the board for 1 year and modify the orientation to include the information.	As new members are brought on	Survey completed and orientation modified.		
	7. Provide orientation summary with full board each year and ask them to renew their board member commitment form.	July and as new members join	Orientation summary will be provided and all members will renew their board member commitment form.		
Strategy B.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
To create a agenda that fully involves commissioners in policy setting and decisions and allows for the monitoring of BHAGs.	1. Set BHAG committees and meet prior to Commission meetings. BHAG committee meetings will rotate. Members will have 2- year terms- every 2 years1/2 of each BHAG committee rotates.	Every 2 years July 2010, 2012, 2014	All BHAG committees will meet in Nov, March May.		
	2. Commission members will report their committee discussion at RDC meetings. Staff will ask for a volunteer committee member to report.	Monthly	Board members will report to full board at each meeting.		
	3. Continue to implement the round robin at Commission meetings.	Monthly	Round robin completed.		
	4. Have presentations under the discussion portion of the agenda. This could include speakers from communities, organizations or agencies.	As determined by staff	At least 4 presentations will be made.		

	5. Continue to utilize the Planner Update to inform and educate board members about the services and projects of the UMRDC. Summarize topics better. Work with staff to determine what should be an info memo vs the planner update. Ask Commission members to share planner update with their boards/councils and share with others: city, county, school, EDA, P5 staff, county/city staff	Monthly	Add a question on survey to see if members are reading, sharing or have suggestions for the planner update. Provide a separate PDF version on web site for sharing when we post the board packets.		
	6. Monitor attendance of board members per bylaws. Ask Chair and other board members to inquire about and encourage attendance - Give an annual perfect attendance award	Monthly	Members will talk to those members absent from 3 meetings. Hand out attendance sheet at each meeting.		
Strategy C.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
Create a process for ongoing leadership training and assessment of Board functioning.	1. Implement an annual board retreat. Alternate between board leadership training and agency strategic planning	Annually	At least one board training or retreat will be held annually.		
	2. Survey Commission members about board meetings.	Monthly	Review results with Chair.		
	3. Complete NADO board self assessment help identify important areas of board operation that need improvement; measure progress toward the board's existing plans, goals, and objectives; define the criteria for an effective and successful board of directors; build trust, respect, and communication among board members; and enable individual board members to work more effectively as a team. Ask staff to complete board assessment as well.		NADO board assessment packet will be completed.		
Strategy D.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
Board members should identify opportunities for the RDC to work with projects in the region.	1. Suggestions for potential work will be shared at the round robin or directly with staff throughout the month.	Monthly	Ideas will be shared each month for staff to follow up on.		
	2. Each year prior to RDC visit with county board, have county rep work with RDC staff to develop summary of what the RDC has been up to to report out at the meeting		Check in will occur.		

2014 Community Development BHAGs							
Goal: Be the premier agency for community development in Region 6W.							
Base Camps:		Timeline	Measurement	Other considerations to base camps:			
5-year (2007 - 2012): Have contracts with 50% of our LUGs (at least 29 out of 58 LUGs) 10-year (2013 - 2018): Have contracts with 60% of our LUGs (at least 34 out of 58 LUGs) 15-year (2019 - 2024): Have contracts with 75% of our LUGs (at least 43 out of 58 LUGs)		5-year time period 5-year time period 5-year time period	24 of 58 LUGS = 41%	- Repeat customers - Budget met - Number of new contracts - Post participant survey results - 5-year assessment survey results			
Strategy A: Increase relationships with LUGs to better serve their needs.	Tactics	Timeline	Measurement	Accomplishments			Fits CEDS Goal
		Last Year	This Year	Next Year			
	1. Survey LUGs to find out what their short- and long-term projects are, issues they are facing, what they are planning to do vs. what they want to do and how the RDC can better assist them. Follow up with phone call or email to encourage completion of survey. (Corresponds with Marketing BHAG)	Annually	Was the survey sent out? What were the response rates?				
	2. Follow up with LUGs on identified needs based on the survey results via phone, email, letter and/or in-person visits.	Annually	Was follow-up completed?				
	3. Review community project needs as identified in the CEDS for the CEDS annual update.	Semi-annually (October and March)	Did we review projects twice a year?				
	4. Visit half of all LUGs each year (council/board/commission meetings or visits with LUG staff)	Fiscal Year	How many visits were made?				
5. Take advantage of opportunities to build relationships with state and federal agencies as well as legislators.	Fiscal Year	How many activities have we participated in to further our relationships?					
Strategy B: Target LUGs with opportunities that help accomplish their goals and provide an opportunity for the RDC to secure enough contracts to balance the budget.	Tactics	Timeline	Measurement	Accomplishments			Fits CEDS Goal
		Last Year	This Year	Next Year			
	1. Send out 24 (2 per month) grant/loan opportunities throughout the year from state, federal or local entities for communities to apply to. (Corresponds with Marketing BHAG)	Fiscal Year	How many opportunities were sent out?	21			
	2. Develop at least \$40,000 in contracts for technical assistance to balance the FY 14 budget.	Fiscal Year	What was the total dollar amount for technical assistance contracts by the close of FY 14?				
	3. Develop at least \$6,000 in contracts for grant writing services to balance the FY 14 budget.	Fiscal Year	What was the total dollar amount for grant writing contracts by the close of FY 14?				
	4. Develop a marketing campaign (including pricing and scope of services) to promote strategic planning services to LUGs.	Fiscal Year	Was a marketing campaign developed and sent out? What was the response from LUGs?				
5. Provide a follow-up contact for additional services for every "plan" that the RDC completes during the fiscal year.	Fiscal Year	Follow-up:					
Strategy C: Provide a regional format and platform for education.	Tactics	Timeline	Measurement	Accomplishments			Fits CEDS Goal
		Last Year	This Year	Next Year			
	1. Host or coordinate at least three trainings or workshops. Topics: Census Data, Transportation, Regional Recruitment, Chamber/Tourism, Housing, Empty Buildings	Fiscal Year	How many training events occurred?				
2. Coordinate three professional development meetings with community staff.	Fiscal Year	How many meetings were coordinated?					
Strategy D: Continue to be a driver in developing regional programming, planning and platforms.	Tactics	Timeline	Measurement	Accomplishments			Fits CEDS Goal
		Last Year	This Year	Next Year			
	1. Identify potential seed funding for the Regional Recruitment Initiative to address CEDS strategies to develop programs to attract, retain and retrain employees as well as develop a regional brand and develop marketing and tourism opportunities.	Fiscal Year	Were seed funding opportunities identified? How many?				
2. Expand regional art programming (more art-based projects, complimentary events, etc.)	Fiscal Year	How many events/projects?					

3. Offer opportunities to increase regional tourism efforts through chamber executive directors meetings once a year coordinated through Prairie Waters Programming.	Fiscal Year	Did we coordinate a meeting?				
4. Provide the region with the resource of regional Safe Routes to School coordinator.	Fiscal Year	Did we serve as a regional SRTS coordinator?				
5. Respond to requests to coordinate regional programs or topics such as:	Ongoing	Did we respond to regional needs/requests?				
- wheelage tax/fee						
- ditch redetermination						
- 6W community corrections						

Base Camps:

5-year: 70% of our LUGs
 10-year: 80% of our LUGs
 15-year: 90% of our LUGs

DRAFT - FY2014: Year 6 of BHAG

Strategy A.	Tactics	Timeline	Measurement	Accomplishments
Continue to create marketing materials based on our brand/slogan, keeping them simple, professional and useful. Refine existing materials and digital marketing to meet our changing needs. Marketing pieces we currently utilize: website annual report newsletter commissioner cards note pads & pens business cards brochure	1 RDC website: Staff will review and update at least 3 sections of website in FY14. Make links and resources more user-friendly on our website. Discuss creating place/page/sub-page for grants, best practices, fresh ideas. Have website review: decide with planning staff on who (professional, ie Vivid Image, Anne Treacy; focus group) will do review.	Ongoing 12 months 12 months 12 months	3 sections updated New section on website Review to share with staff & committee at least 11	
	2 Email blasts - Monthly planner update e-blast after every RDC meeting. Email blasts - Other e-blasts as determined by planners (per CD BHAG)	Monthly Ongoing	at least 24	
	3 Feature projects or case studies: Continue to create feature projects or case studies to use in packets and on RDC website.	Ongoing	at least 6 (every 2 months)	
	4 Highlight different commissioners & staff members in newsletter & on website.	Ongoing	4 newsletters + website	
	5 Send press releases, and include photos whenever possible: SET GOALS, WEB UPDATES AS PRESS RELEASES – for every contracted project – for grant writing, when \$ is awarded – for comp plans, when starting project – misc press releases, such as after Annual Board Meeting with RDC Board group photo, other general info press releases.	Ongoing Ongoing Ongoing Ongoing	# of contracts # of grants # of comp plans At least one each year.	
	6 Utilize stories on all media channels for optimum media coverage (newsletter, website, e-blast, press release).	Ongoing	Analyze process	
	7 Take more photos of the region, relevant events, and projects. Keep internal list of photos needed. List on white board. Add reminder to staff car keys. Explore having aerial photos taken of our region and the downtowns of each of our cities.	12 months 12 months 12 months	New photos from at least 5 of our communities Updated inventory list Get price quote & discuss with staff & committee	
	8 Inventory and encourage cities and counties (& other identified partners such as EDAs & Chambers) to link to us on their websites.			
	9 Explore the use of Facebook and Linked In for the UMRDC. Determine what's best fit for our audience.	12 months	Ideas to share with staff & committee	
	10 Update content and design of the UMRDC tri-fold brochure.	12 months	Updated brochure	

Strategy B.	Tactics	Timeline	Measurement	Accomplishments
Continue a distribution strategy with effective communication to our clients (LUGs) that is broad-based but with a focus on cities and counties. Continue outreach to townships, cities, counties, schools; and to a lesser degree, the general public.	1 Reach out to all 5 counties: Send community development survey to county staff. Follow up with phone call to encourage completion of survey. (CD BHAG) Executive Director will visit each county board with updated information about the UMRDC.	12 months 12 months	5 surveys 5 board visits	
	2 Reach out to all 37 cities: Send community development survey to all cities. Follow up with phone call to encourage completion of survey. (CD BHAG) Visit at least half of our city councils each year. (CD BHAG) Visit 5-10 city staff as strategically identified by planning staff.	12 months 12 months 12 months	37 surveys 18 city visits at least 5 city visits	
	3 Reach out to townships: Attend all 5 township association meetings.	12 months	5 meetings	

4	Reach out to school districts in our region: Send out email blast to give useful information to our schools. Executive Director or other staff will meet with at least 3 school boards.	12 months	5 blasts
		12 months	3 meetings
5	Reach out to tribal government and staff: Send survey and follow up with phone call.	12 months	1 survey
	Annually encourage a board member appointment.	12 months	1 letter invitation
6	Connect with tribal planner via email, phone calls, and personal meetings at least 3 times.	12 months	3 connections
7	Contact all newly elected officials. Send packet with annual report, current newsletter, and staff contact info.	January 2013	# of new elected officials
7	Partner/host opportunity for new county commissioners to learn more about the RDC.	12 months	1 event/year

Strategy C.	Tactics	Timeline	Measurement	Accomplishments
Evaluate effectiveness of marketing campaign with goal of measuring 70% basecamp in 2014. (70% = 41 contacts out of 58 possible)	1 Complete a spreadsheet showing meaningful staff contact and meetings with each of our LUGs: 5 counties, 37 cities, 1 tribal govt., 10 school boards, 5 township assoc. annual meetings.	12 months	per LUG	
	2 Use the annual community development survey to ask specific questions to each of our LUGs about whether they know who we are and what we do. 5 counties, 37 cities, 1 tribal govt., 10 school boards	12 months	per LUG	
	3 Gather website statistics to evaluate the use of our website.	Ongoing	Compare with past months/years	

INFORMATION MEMO

TO: UMRDC Commissioners

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

DATE: June 25, 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:		\$ 1,350
Funds Awarded		
Ortonville SCDP	8/28/12	\$ 3,000
Dawson Strategic Planning	3/26/13	\$ 650
Big Stone County HM	4/23/13	\$ 5,000
Chippewa County HM	4/23/13	\$ 5,000
Yellow Medicine County HM	4/23/13	\$ 5,000

Contracts**Milan Comprehensive Plan update - Kristi**

Work continues on the draft copy. Kristi has met with various citizens of Milan to gather additional information.

Swift County Solid Waste Plan - Kristi

Kristi met with Scott Collins (Swift County Environmental Officer) and Arlene Vee (MPCA) to go over changes with the Solid Waste Plan. Kristi will meet again on June 20th to make another round of changes.

Program Updates**Meander – Kristi**

Meander brochures are available! An all-artist meeting was held June 23rd to hand out brochures and facilitate some artist development. Many pre-event details are being planned.

Hazard Mitigation – Kristi, Jacki

The final application was submitted on 5/14/13 with statements of interest from each of the cities in the participating counties. Staff anticipates that a funding decision will be made sometime this summer. If funding is awarded plan updates would begin this fall. Kristi will be the primary contact for the planning process.

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
USC	8/2/2015

Revolving Loan Fund – Jacki

Funds are available for lending in both revolving loan funds; approximately \$500,000 in total is available. Dawn will be the contact for new RLF inquiries over the summer.

2010 CENSUS Profiles – Lindsey, Kristi, Jacki

Community profiles have been distributed to local units of government and all profiles are currently available on the UMRDC website.

Minnesota River Valley National Scenic Byway (MRVSB) - Kristi

The Byway has worked on a couple of marketing projects this past month. Explore MN Tourism will be doing a motorcycle campaign focusing on the MN Byways. The MRVSB supplied information EMT staff. MN Trails is also doing special editorial on MN Byways this fall. The byway will also advertise in MN Trails.

Prairie Waters Regional Tourism – Jenifer, Kristi

Jenifer held a planning session with Chippewa County reps where we discussed details of the 2013 Annual Gathering. The event is Wednesday, July 17th, at the Watson Hunting Camp from 5:30-7:00 p.m. We will offer free food; demonstrations of hunting dogs, trap shooting and/or archery; reps from Hunting Works for Minnesota and Pheasants Forever will be on hand to talk about economic impacts of hunting; and there will be door prize drawings. We will also use the event to unveil our new Visitors Guide.

Contribution requests will be going out to counties and cities for 2014. We hope to have county commissioners, local government, and citizens from both Big Stone and Yellow Medicine County in attendance to show them what the Prairie Waters program has been working on.

Rural Arts and Culture Summit – Kristi

The Rural Arts and Culture Summit was held June 5 & 6. It was a great success and many people from Region 6W attended. Additional details and recap articles are on the UMRDC website.

Regional Public Art Planning Grant- Kristi

SMAHC approached the UMRDC and asked us to submit a small planning grant by June 1st. You will see the UMRDC memo in your packet this month. This will be a board initiated grant if received.

Trails Plan – Lindsey

The draft of the Upper Minnesota Valley Regional Trails Plan is complete and is being distributed to stakeholders for comments.

Contracts active in FY13

Swift County Solid Waste Plan
Milan Comp Plan Update
Web updates: Milan, Maynard
Dawson EDA Grant
Granite Falls EDA Grant
Big Stone HM
Chippewa HM
Yellow Medicine HM

Anticipated Completion

December 2013
December 2013
Complete to date/as needed
February 2016
March 2016
April 2016
April 2016
April 2016

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMRDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 25, 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.

- Developed job posting and application scoring system for new planner.
- Worked on annual report and annual meeting ideas.
- Reviewed and revised June newsletter.
- Reviewed and revised all draft 2014 RDC BHAGS.
- Worked with Arlene on final draft budget for 2014.
- Facilitated monthly RDC executive director conference call
- Met with Appleton representatives to develop plans for library and business expansion plans.
- Attended the MCIT Human Resource Management Training with Arlene.
- Helped to solicit regional membership on a governor appointed regional parks and trails commission.
- Assisted with final CEDS strategy meeting and reviewing and revising of CEDS.
- Attended a Learn to Lead training on Situational Leadership in Ortonville.
- Attended a Blandin Community Broadband meeting at LQPV High School to review grant projects and future plans for broadband throughout the school district.
- Completed staff reviews.
- Met with Appleton representatives about the expansion of the Appleton trail system.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMRDC Commissioners
FROM: Lindsey Knutson, Planner
DATE: June 25, 2013
RE: Community Profile Brochures

The Community Profile Brochures are complete and have been mailed out to cities and counties. Enclosed is a copy of the letter each city and county received along with their community profile brochures. Each county received a regional brochure as well as their county brochure and brochure for each city in their county. Each city received its city brochure as well as its county brochure.

All of the Community Profile Brochures are available on our website:
<http://umvrdc.org/about-the-region/census/community-profiles/>

INFORMATION ONLY – NO ACTION REQUESTED.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

As a result of a 2012 regional survey, over 70% of local units of government indicated that *Changing Demographics* were a *Top Priority Issue*. As a result, UMRDC staff coordinated the development of Community Profile Brochures for the Region, all five counties in the Region – Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine – and all 37 cities within the Region.

The Community Profile Brochures are comprised of statistical information from a variety of sources and provide a snapshot of historical and current demographic, economic and social trends. The purpose is to provide a concise summary of key community statistics to aid decision making about community and economic development and to use to promote the community. We hope these publications help cities and counties in our Region to have a quick, easy and eye catching document to refer to or hand out when asked about demographics, economic and social trends in your community.

Use these Community Profile Brochures to:

- *Share information about your community with others*
- *Feature on your website*
- *Include as background information about your community in grant applications*
- *Include as an update to the background and demographics section of your Comprehensive Plan*
- *Recruit business and industry to your community*
- *Serve as a conversation starter for your community as to what the future may hold*

These brochures make GREAT conversations starters for your boards, councils and community. Please feel free to contact the UMRDC with any questions about these brochures.

Complements of the UMRDC, enclosed please find your community profile brochures!

Additionally, all community, county and regional profiles are available on the UMRDC's website under the "**About the Region**" tab then click on "**Census**" or go to: <http://umvrdc.org/census-comm-profiles/>

For questions about the Community Profile Brochures, contact UMRDC staff Lindsey Knutson at

320-289-1981 or Lindsey.knutson@umvrdc.org

INFORMATION MEMO

TO: UMRDC Commissioners
FROM: Lindsey Knutson, Planner
DATE: June 25, 2013
RE: Regional Trails Plan

The draft of the 2013 Regional Trails Plan update is complete and out for stakeholder review. This update largely focuses on developing criteria for successful trail development and regional prioritization of multi-use paved trails in the region.

A Steering Committee was pulled together to help develop goals for regional trails in the region as well as trail priorities. The current Steering Committee did not differ much from the committee that developed the plan's previous priorities in 2002. In this update, however it was felt that a list of trail planning guidelines were needed to ensure quality trail projects would emerge.

Enclosed are the list of guiding principles to guide trail development, the regional trail priorities and a map showing current and proposed multi-use paved trails throughout the region. The draft plan can be found at www.umvrdc.org under Transportation.

INFORMATION ONLY – NO ACTION REQUESTED.

GUIDING PRINCIPLES

Connectivity: trail projects that connect to multiple destinations including:

- Schools
- Parks
- Employment Areas
- Commercial and Downtown Districts
- Neighborhoods
- Natural Areas
- Recreation Areas
- Other Activity Areas or Local Attractions

Continuity: trail projects that connect to an existing trail or trail system; complete a larger project, concept or plan; or secures a critical piece of a trail system.

Safety: trail projects that help alleviate health or safety concerns and trail problems that solve safety concerns such as removing pedestrians from busy highways.

Financial Commitment: trail projects that have secured funding, including the local match, and/or have identified and are pursuing compatible funding opportunities.

Political Support: trail projects that have the support of the local units of government and the local community.

Definitive Routes: trail projects that have the land, right of way, or easements needed to determine a specific viable route.

Tourism: trail projects that have the potential to draw tourists and add to the region's tourism industry.

General Prioritized List of Trail Project Types

1. Local and community trails
2. The Regional Minnesota River State Trail
3. Other Regional Trails

Trail Priority 1: Local and Community Trails

- Canby, city loop and cross town trails
- Clara City, trail from city park to winery northeast of the city limits
- Benson, trails around the athletic fields on the north side of town
- Benson pedestrian bridge across the Chippewa River
- Granite Falls, trails within the city
- Ortonville, trail from existing trail along US Hwy 12 to the museum
- Dawson, trails within the city
- Milan, SRTS trail or sidewalk along 4th Street

Trail Priority 2: Trails that are Part of the Minnesota River State Trail

1) Main Stems of the MN River Trail

- Big Stone Lake State Park to existing trail segment in Ortonville
- Ortonville's existing trail segment in the Wildlife Refuge to Odessa
- Odessa to Correll
- Correll to Appleton
- Ortonville to Louisburg
- Louisburg to MN River Spillway
- Appleton to the MN River Spillway
- Mn River Spillway to existing Milan Beach Trail
- Milan to Montevideo
- Wegdahl to Granite Falls
- Granite Falls to Upper Sioux Community and Upper Sioux Agency State Park along Mn Hwy 23 or Mn Hwy 67
- Granite Falls south to Redwood Falls and beyond (outside Region 6W)

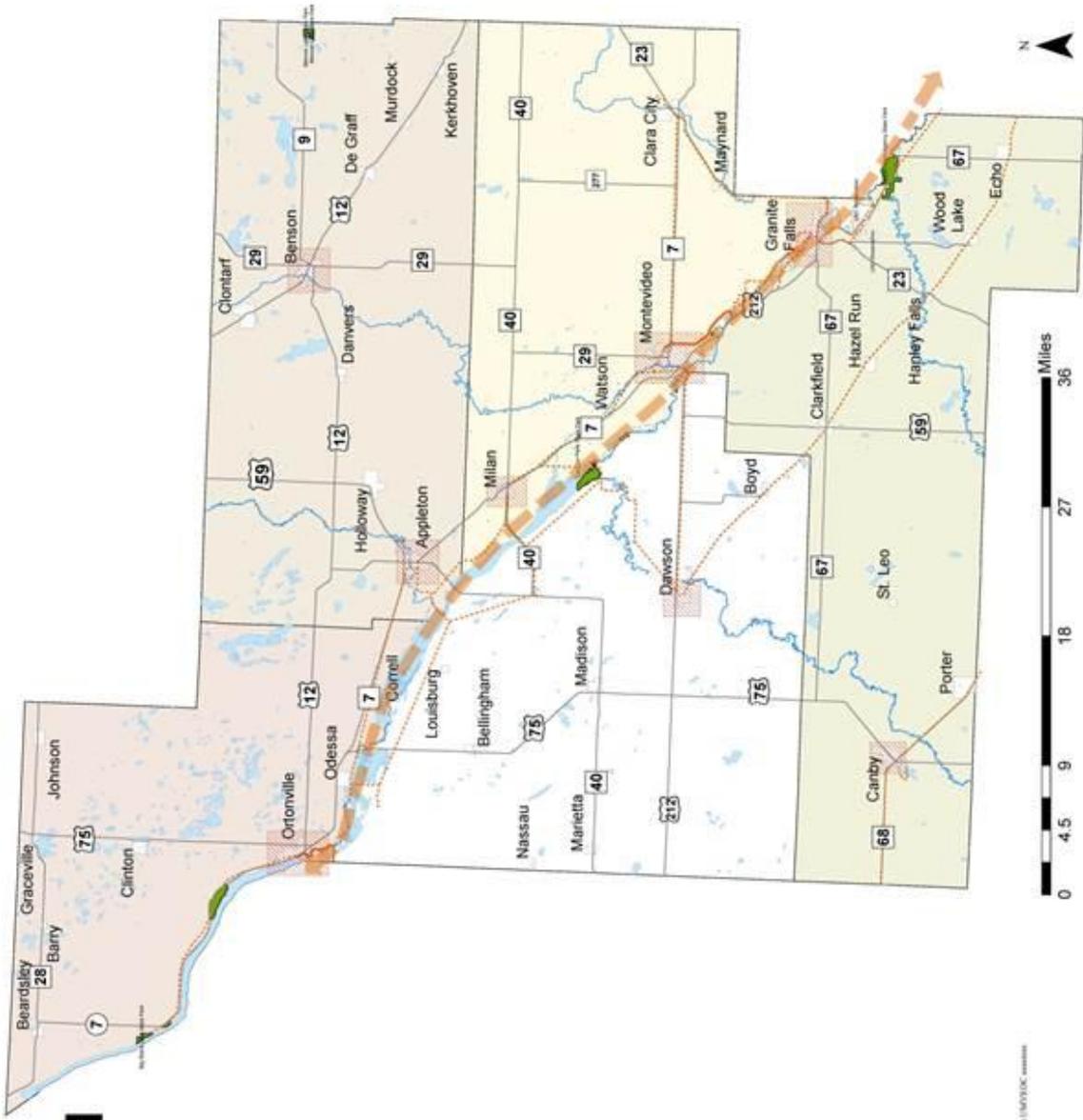
2) Stems from the MN River Trail

- Montevideo to Clara City along Mn Hwy 7
- Granite Falls to Maynard and Clara City along Mn Hwy 23
- From Mn River (and Mn River Trail when constructed) to Lac qui Parle State Park and Lac qui Parle County Regional Park

Existing and Proposed Multi-Use Paved Trails in Region 6W

Legend

-  Proposed Trails
-  Existing Trails
-  Major Roads
-  Communities with Existing Trails
-  State Parks
-  Municipal Boundaries
-  Rivers and Streams
-  Lakes




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 Source: NAD 83 StatePlane A 101 Zone

INFORMATION MEMO

TO: UMVRDC Commissioners
FROM: Jacki Anderson, Senior Planner
DATE: June 25, 2013
RE: Small Cities Development Program (SCDP) AWARDS

2013 Small Cities Development Program Grants

DEED recently announced SCDP awards for the state awarding 32 grants totaling just under \$18 million. UMVRDC staff authored applications for Benson and Ortonville. Both applications were successful securing over \$1 million in total grant funding between the two communities for rehabilitation activities that will leverage other local dollars from program participants. It is estimated between the two communities that nearly 50 properties in total (owner occupied, rental and commercial) will be improved with these funds.

Benson – \$597,940 SCDP Grant Amount
Owner-occupied housing and rental housing rehabilitation

Ortonville – \$552,000 SCDP Grant Amount
Owner-occupied housing and commercial building rehabilitation

With the success of funding comes work, the cities will work over the summer to set up the program and process applications for the program. Projects are expected to move forward this fall.

City contracts with the UMVRDC will be forthcoming for the grants administration portion of the projects. Between the two projects the grants admin will total approximately \$66,000 over two and a half years.

INFORMATION ONLY – NO ACTION REQUESTED.

INFORMATION MEMO

TO: UMRDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 25, 2013
RE: Swift County City Representative

I sent letters to all cities in Swift County looking for a new city representative on our board. Mike Fugleberg from the Benson City Council was nominated. He was the only nomination and I have spoken to him and invited him to attend our July meeting.

INFORMATION ONLY – NO ACTION REQUESTED.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 25, 2013
RE: Nominating Committee

Each year the chair needs to appoint a nominating committee which has the responsibility of nominating someone to serve as chair of the UMRDC.

Your committee may wish to reference the attached excerpt from the UMRDC Bylaws.

In addition, elected officials from each county should caucus to nominate a member and alternate for the Board of Directors at the June meeting. From this slate of Board of Director nominees a Vice Chairperson and Secretary/Treasurer be elected at the annual meeting.

Current Officers/Board of Directors:

CHAIRPERSON

Gary Hendrickx – Chairperson FY 2013,

VICE - CHAIRPERSON

Vacant

SECRETARY/TREASURER

Kathi Thymian – FY 2013

Big Stone County:

Kathi Thymian- 2013
Brent Olson - Alternate

Chippewa County:

Jim Schmaedeka - Alternate

Lac qui Parle County:

Brett Buer – FY2011, 2012, 2013

Swift County:

Warren Rau – Alternate

Yellow Medicine County:

Scott Peterson

Gary Johnson - Alternate

Chairperson and board members may serve four (4) consecutive years - see Bylaws, Article V, Section 3 (effective June, 1987)

ACTION REQUESTED:

To caucus and develop a list of nominations for the FY 2014 Board of Directors.

ARTICLE V: BOARD OF DIRECTORS

Section 1. General Powers and Duties: The business and affairs of the Commission shall be managed and governed by the Board of Directors whose actions and policies are subject to the approval of the Commission. The Board of Directors is authorized to act for the Commission, provided such action shall in no manner be contrary to the provisions of Minnesota Statutes or go beyond the scope of authority granted to the Board by these Bylaws. Actions undertaken by the Board of Directors on behalf of the Commission must be approved by a 2/3 vote of the quorum of Board of Directors. The Board of Directors shall report its actions on all matters to the Commission at the next meeting of the Commission.

The Board of Directors shall function as the Budget and Personnel Committee for the UMRDC and be empowered to meet on an emergency basis to handle issues that need immediate attention.

The duties and responsibilities of the Board of Directors may be modified from time to time by the Commission.

Section 2. Membership: The Board of Directors of the Commission shall consist of one commissioner from each county, plus the chairperson of the Commission. The regional commissioners from each county shall nominate a commissioner to serve on the Board of Directors. Commissioners representing public interest groups may not serve on the Board of Directors.

Section 3. Term of Office: The term for a member of the Board of Directors shall be for one year. A commissioner shall be elected to the Board of Directors at the July meeting and may be selected to succeed himself/herself. In no instance shall a commissioner be selected to serve more than four consecutive one-year terms. If it is determined by the entire Commission that a member of the Board of Directors is not fulfilling his/her responsibilities, the entire Commission by majority vote may remove said commissioner from the Board of Directors.

Section 4. Vacancies: Vacancies on the Board of Directors shall be filled by the Commission in the same manner as commissioners are elected to the Board of Directors. If a commissioner on the Board of Directors was not re-elected to his/her local elected office, a vacancy would occur.

Section 5. Meetings: Meetings of the Board of Directors shall take place at such time, and place as deemed necessary by the Board of Directors. Notice of Board meetings shall be posted and sent to Commission members and those persons filing a written request for notification, at least three (3) days prior to the meeting. Notice of emergency meetings shall be posted with an attempt made to contact by phone, Commission members and those persons filing a written request for notification of special meetings.

Section 6. Quorum: A quorum of all meetings of the Board of Directors shall consist of

a majority of the Board of Directors.

Section 7. Salary: No salary shall be paid to directors for their service; provided, however, that a director may receive a per diem as allowed by law and expenses for each meeting of the Board of Directors attended. The payment of the per diem and allowable expenses shall be made according to a schedule established by the Commission.

Section 8. Minutes: The minutes of each Board of Director's meeting shall be prepared and distributed to all members of the Commission.

Section 9. Alternate: The commissioners from each county may nominate commissioners from their county to serve as first and second alternates for their Board of Director's representative. If a member of the Board of Directors is unable to attend a meeting due to circumstances beyond control, he/she may request his/her alternate to serve for him/her during that meeting. During that meeting, the alternate may serve as a member of the Board of Directors and have all the authority granted to the same.

ARTICLE VI: OFFICERS

Section 1. Number of Officers: The officers of the Commission shall be a chairperson, a vice-chairperson, and a secretary-treasurer. The Commission may establish additional offices from time to time. The officers shall serve for a term of one (1) year and may be re-elected to succeed themselves. In no instance shall a commissioner be selected to serve an office more than four consecutive one-year terms. No two offices may be held by the same person at the same time.

Section 2. Chairperson: The chairperson shall be an elected official member of the Commission. For selecting a chairperson, a nominating committee (to consist of three persons) shall be selected one month prior to the annual meeting and this committee shall be appointed by the Commission's chairperson. The nominating committee would then be charged with soliciting the Commission members who are eligible to become chairperson to determine a list of candidates or a single candidate which would be recommended to the Commission membership at the annual meeting. At that point, the chairperson would also receive nominations from the floor for any additional candidates to be considered as chairperson for the Commission for the upcoming fiscal year. A member of the nominating committee may also be a candidate for chairperson. The chairperson shall be elected at the annual meeting of the Commission. The chairperson shall be responsible for carrying out the policy decisions of the Commission and shall have the powers and duties vested in him/her under and pursuant to the Regional Development Act of 1969, and any amendments thereto. Payment of per diem and expenses shall be made in accordance with the schedule established by the Commission.

The chairperson shall preside at all meetings of the Commission and the Board of

Directors and shall be allowed to serve as a non-voting member of any committee of this Commission unless authorized otherwise by the Commission membership.

Section 3. Vice-Chairperson: The vice-chairperson shall be elected by the Commission from the membership of the Board of Directors at the annual meeting of the Commission. The vice-chairperson of the Commission shall assist the chairperson in carrying out his/her duties and shall perform such additional duties as may be established by the Commission from time to time. In the absence of the chairperson at any meeting of the Commission or the Board of Director, the vice-chairperson shall preside. In the case of disability preventing the chairperson from carrying out his/her duties, the vice-chairperson shall temporarily take over those duties.

Section 4. Secretary-Treasurer: The secretary-treasurer shall be elected from among the members of the Board of Directors in the same manner as the vice-chairperson. The secretary-treasurer shall issue notices of all meetings, and shall keep minutes of all meetings and maintain a record for that purpose. The secretary-treasurer shall have custody of and provide for the safekeeping of all documents of the Commission. The secretary-treasurer shall disburse the funds of the Commission as authorized by the Commission and approved by the Board of Directors and shall render to the Commission and the Board of Directors an account of transactions and of the financial condition of the Commission as required from time to time, by the Commission or the Board of Directors. The obligations of the secretary-treasurer may be delegated to the executive director.

Section 5. Bonding: All officers and employees of the Commission who handle funds of the Commission or who are custodians of property shall be bonded in the amount to be determined by the Commission. The cost of such bond or bonds shall be paid from the funds of the Commission.

Section 6. Vacancies: If a vacancy occurs in the office of the chairperson, a new chairperson shall be elected at the next meeting of the full Commission according to procedures established by these Bylaws. Such a chairperson shall serve until the succeeding annual meeting.

If a vacancy occurs in the office of vice-chairperson or secretary-treasurer, the Board of Directors shall select a successor from among its membership to serve out the existing term of such office.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 25, 2013

RE: NADO Conference

I am requesting to attend the August NADO Conference in San Francisco. I talked with Gary Hendrickx and he is also considering attending. There are numerous breakout sessions that are geared at training for staff and board members and other sessions relating to our work with EDA, USDA and other partners. Estimated total cost for each of us to attend including registration, airfare, mileage, airport parking, and hotel to attend is \$2,500 each. The cost is within our staff and board training budgets.

If I am successfully nominated and elected to the Midwest NADO Board, I will be participating in the annual meeting during the conference.

ACTION REQUESTED:

Authorize the 2013 NADO Training Conference registration and out-of-state travel for Gary Hendrickx (if available) and myself.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 25, 2013

RE: NADO Board

I have been nominated by my peer executive directors in MN to run for the NADO Board as one of 10 Midwest Region Representatives. Elections will be in July. The costs to our agency to take this position would include my time and travel costs for attending 3 board meeting per year located throughout the country. Two of these board meetings are in conjunction with other NADO training events.

ACTION REQUESTED:

Authorization to run for the Midwest NADO Board of Directors.

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 25, 2013

RE: DRAFT Bus Tour July 23

Based on successful feedback from last year it was determined that the Commission would take a regional tour on the day of our annual meeting as our board retreat this year. Our draft agenda for the day is still being worked out and will be handed out the meeting.

ACTION REQUESTED:

Approve draft agenda for bus tour and RSVP to attend.