



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

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

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

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

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

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

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

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

AGENDA

Review and comment on draft 2013 BHAGs

DRAFT 2013 Community Development Goals:	Be the premier agency for community development in Region 6W.			
Base Camps: 80% - 70% - 90% -	How do we measure these percentages? Is it our approval rating (i.e. percentage of LUGs that approve of our programs and services)?			
Strategy A. Increase relationships with LUGs to better understand their needs and how we can assist them.	Tactics	Timeline	Measurement	Accomplishments
	1. Survey cities to find out what their short and long-term project are, issues they are facing, what they are planning to do vs what they want to-do, and how can the RDC better assist you.	Annually	Was the survey sent out? What were the response rates?	
	2. Follow up with survey results via phone, letter, in-person visits with cities	Annually	Was follow-up completed?	
	3. Through the CEDS process identify updated regional goals through a total of 5 county-wide meetings.	Fiscal Year	What are the update regional goals? Were meetings held in each county?	
	4. Provide a follow-up letter to all cities regarding the results of the county-wide meetings and how they can leverage the new CEDS goals and strategies.		Were the letters sent out?	
Strategy B. Target local units of government with opportunities that help accomplish their goals and provide opportunity for the RDC to secure enough contracts to balance the budget.	Tactics	Timeline	Measurement	Accomplishments
	1. Send out 12 grant/loan opportunities throughout the year from state, federal or local entities for communities to apply to (maybe one a month through the eblast)	Fiscal Year	How many opportunities were sent out?	
	2. Continue to offer the "Smallest Cities" program for cities under 500 in population.	Fiscal Year As-needed	Was this requested from any of our smallest towns?	
	3. Review 3 comp plans (one each Kristi, Lindsey, Jacki) and provide three proposals to three different communities for RDC services that can help that community accomplish the goals in their comp plan.	Fiscal Year	Were the proposals sent out?	
	4. Reach out to Graceville, Kerkhoven and Clarkfield to offer a community conversation or strategic planning session with RDC staff.	Fiscal Year	What out-reach was provided?	
	5. Provide a follow-up contact for additional services for every "plan" that the RDC completes during the fiscal year. Plans Completed:	Fiscal Year	Follow-up:	
Strategy C. Provide a regional format for education.	Tactics	Timeline	Measurement	Accomplishments
	1. Host three trainings or workshops. Topics: CENSUS data, Transportation, Regional Recruitment, Chamber/Tourism Training	Fiscal Year	How much training occurred?	
	2. Coordinate 3 ED Pro's Meetings	Fiscal Year	How many meetings were coordinated?	
Strategy D. Continue to be a driver in developing regional programming, plans and platforms.	Tactics	Timeline	Measurement	Accomplishments
	Regional Trails Project	Fiscal Year		
	Identify potential seed funding for the Regional Recruitment Initiative	Fiscal Year		
	Identify funding sources and apply for funding to recapitalize the revolving loan fund.	Fiscal Year		
	Expand the Meander event (more artists, complimentary events, etc.)	Fiscal Year		
	Develop a five county tourism effort	Fiscal Year		

Board Stewardship: The RDC Commission will have 100% of the board members engaged in stewardship for the agency.					
Base Camps:					
5-year---- attendance? Participation? New project contacts identified and secured because of commission members?					
10-year					
15-year					
Strategy A.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
Develop an orientation strategy for all newly appointed Commission members to make sure all commissioners have a sufficient level of knowledge and understanding of the Commission to enable them to be strong advocates of the RDC.	Update orientation manual annually. Include a 1 page executive summary, revised acronym list.	Annually	Orientation manual will be updated with new board policies.		
	Executive Director will meet with all NEW Commission members to review orientation packet. Have new members sit in on RDC meetings for a few months before doing the orientation.	As needed	The Exec. Dir. met with all new board members. Have existing board members there to share perspective.		Need to meet with Mike, Angela, Heather, James, Kathi Should staff go meet with new board members on their own turf?
	RDC staff take turns with 5-minute staff report at the board meeting	Monthly	Staff reports will be included at every meeting		Comments?
	Annually discuss special interest group board positions and reappoint members and or solicit new members. Current positions include: Prairie 5, Workforce Council, EDA.	April/May 2010	A decision will be made by the board on whether to change or add any new public interest reps.		Small Business Development Center, Countryside Public Health, , Soil & Water Districts
	Provide orientation summary with full board each year and ask them to renew their board member commitment form.	December	Orientation summary will be provided and all members will renew their board member commitment form.		in February after new board members join
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.	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	BHAG committees met 3-5 times per year.		Any suggestions on the rotation?
	Commission members will report their committee discussion at RDC meetings. Staff will ask for a volunteer committee member to report.	Monthly	Board members will report to full board at each meeting.		At the beginning of each mtg designate notetaker, at the end the notetaker should summarize comments to report out.
	Continue to implement the round robin at Commission meetings.	Monthly			Any changes?
	Have presentations under the discussion portion of the agenda. This could include speakers from communities, organizations or agencies. Staff will discuss and identify potential speakers at monthly planner meetings.	As determined by staff	At least 4 presentations will be made.		SBDC, WFC/PIC, Regional Recruitment, MIRC, Businesses the RLF funded, DEED, USDA, Prairie Five, Community Corrections, Woodland Centers, Customized Training, Countryside, MnWest
	Continue to utilize the Planner Update to inform and educate board members about the services and projects of the UMVRDC. Summarize topics better. Work with staff to determine what should be an info memo vs the planner update.	Monthly	Planner update will be included each month. Provide an email version for sharing.		What can we do to make this better and more useful? Help critique what you want and don't want to see on the update.
	Monitor attendance of board members per bylaws. Ask Chair and other board members to inquire about and encourage attendance	Monthly	Members will talk to those members absent from 3 meetings. Hand out attendance sheet at each meeting.		Comments? What if they do not attend BHAG mtgs? What is a time for BHAGs that can get the most attendance?
	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 an email version for sharing.		How can we make this easier? How many do this? Should we change anything?
Strategy C.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
Create a process for ongoing leadership training and assessment of Board functioning.	Implement an annual board retreat. Alternate between board leadership training and agency strategic planning	Annually	At least one board training or retreat will be held annually.		Any new ideas?
	Survey Commission members about board meetings. Review results with Chair.	Monthly			What should we be asking?
Strategy D.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
Board members should identify opportunities for the RDC to work with projects in the region.	Suggestions for potential work will be shared at the round robin or directly with staff throughout the month.	Monthly	Ideas will be shared each month for staff to follow up on.		Staff have voiced a need for board members to think about ideas & opportunities for staff to follow up on. Ask Chairman to remind board members to especially think of items that the RDC might be interested in
	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				
	RDC rep should attend 2 city meetings in their county each year with RDC staff				

Marketing BHAG: All local units of government (LUGs) in Region 6W will know who we are and what we do

Base Camps:

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

DRAFT FY2013. Year 5 of BHAG.

Strategy A.	Tactics	Timeline	Measurement	Accomplishments	Suggestions
<p>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.</p> <p>Marketing pieces we currently utilize: website annual report newsletter commissioner cards note pads & pens business cards brochure</p>	1	RDC website. Continue refining/refreshing content, adding useful information, and making the site as user-friendly as possible. Update staff page. Update board page. Staff will review and update one section of the website - 3x in FY13.	Ongoing	Weekly updates and specific updates completed.	
	2	Email blasts - Monthly planner update e-blast goes out after every RDC meeting;	Monthly	at least 12	
	3	Continue to create project profiles/case studies use in packets and on RDC website.	Ongoing	at least 6 (every 2 months)	
	4	Highlight different commissioners & staff members in newsletter & on website; identify board members in press releases.	Ongoing	4 newsletters + website	
	5	Send press releases for projects and information that warrant press releases. Send press release after annual meeting with photo of full board. Send other press releases as needed. Create a boiler plate for press releases.	Ongoing	# of completed projects = # releases	
	6	Take more photos of the region, relevant events, and projects. Make "wish list" of photos needed and ask staff to take camera along when traveling in region.	Ongoing	Great new photos from 5 of our communities each year. At least one photo per project.	
	7	Give aways: Currently giving out notepads and pens. Research and price new give-away.	12 months	One each year.	
	8	Inventory and encourage cities and counties (& other identified partners such as EDAs & Chambers) to link to us on their websites.		Update inventory in March 2013.	
	9	Increase the amount of information in the links and resources pages on our website. Create place for grants, best practices and fresh ideas.		New area on website for best practices, etc.	
Strategy B.	Tactics	Timeline	Measurement	Accomplishments	
<p>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.</p>	1	Reach out to all 37 communities: Send survey to all cities with follow up phone calls. Message for FY13 city visits: new census numbers and CEDS.	Ongoing	37 cities will be contacted via survey/phone calls. Staff will visit at least 10 cities in FY13.	
	2	Reach out to all 5 counties. Send survey to county staff and follow up with phone call or emails. Visit each county board with updated information about the UMRDC.		Staff will visit all 5 county boards.	
	3	Reach out to townships via township association meetings. Attend all 5 township association meetings. Message for FY13: Maps and new census information		Staff will visit all 5 township association meetings.	
	4	Reach out to school districts in our region. Connect via email blasts and school board visits.		Staff will visit at least 3 school boards.	
	5	Reach out to tribal government and staff. Consider survey to tribal council/staff. Connect with tribal planner via email, phone calls, and personal meetings.		Staff will connect 3x with tribal planner in FY13.	
	6	Create outreach system for newly elected officials. Send packet with past newsletters, annual report and _____			
	7	Inventory how each LUG is getting our info and what their preferences are. Strategize how to best communicate with each city and county.	12 months	Update list and follow up with all contacts to ensure they are receiving our information.	
Strategy C.	Tactics	Timeline	Measurement	Accomplishments	
<p>Evaluate effectiveness of marketing campaign with goal of measuring 70% basecamp in 2013.</p>	1	Complete a spreadsheet showing meaningful staff contact and meetings with each of our cities.	12 months	37 cities, 5 counties, 1 tribe Also include township annual meetings and school boards.	
	2	Use the annual survey to ask specific questions to each of our cities about whether they know who we are and what we do.		37 cities, 5 counties, 1 tribe	
	3	Gather website statistics to evaluate the use of our website.		Compare with past years.	
	4	Review the list of contracts.			



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BOARD MEETING AGENDA

May 22, 2012

6:30 PM

Introductions

Approve Agenda/Additions

1. Consent Agenda Items

- a. Approve Minutes from April 24, 2012
- b. Approve Treasurer's Report and List of Bills
- c. Public Interest Representative – EDA
- d. Milan Comprehensive Plan Update Contract
- e. Granite Falls EDA Application 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.

Citizen Comments

Deb Larson – Prairie Five Community Action Council

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

Staff Presentation – Kristi Fernholz

2. Information Items

- a. Planner Update
- b. SRTS Planning & Implementation Funding
- c. DNR Parks & Trails Future Advisory Committee
- d. Staffing Update

3. Action Items

- a. Revolving Loan Fund Advisory Board Recommendations-May mtg.
- b. Swift County Solid Waste Plan Hedgehog Request
- c. Granite Falls Grant Writing Hedgehog Request
- d. Milan Comprehensive Plan Update Hedgehog Request

4. Discussion Items

- a. BHAG Reports Discussion
- b. Annual Meeting Discussion
- c. Hedgehog Fund Discussion

Next Meeting Date: June 26, 2012 Appleton Civic Center

Adjourn

UMVRDC Mission Statement

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

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission

Appleton Civic Center - Appleton, MN

April 24, 2012

Board Members Present: Bruce Swigerd, Brent Olson, Warren Rau, Harold Solem, Gary Johnson, Scott Peterson, Jim Dahlvang, Kathi Thymian, Juanita Lauritsen, Brett Buer, Rusty Dimberg,

Board Members Absent: Angela Doren, Mark Bourne, Gary Hendrickx, Heather Giese, Jeff Olson, Jim Schmaedeka

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

Guests: None

Call to Order

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

Introductions

Approve Agenda/Additions

M/S/P – Warren Rau, Mike Thein made motion to approve the agenda with the addition of 2b. Accounting Specialist, 3c. Swift County Hedgehog, 3d. CEDS Governing Board, 3e. CEDS Strategy Committee, 3f. EDA Planning Grant, 3g. Maynard Website Update, 3h. MnDOT Transportation Planning Grant Contract.

1. Consent Agenda Items

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

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

Citizens Comments – none

ROUND ROBIN DISCUSSION:

- *Angela, Big Stone County Municipalities:* not present
- *Gary Hendrickx, Swift County:* not present

- *Gary Johnson, Yellow Medicine County:* Ditches are a big controversy. Redistricting. County based purchasing. \$7,000 to PIC for youth employment. New air museum in Granite Falls – help with tourism. No shortage of propane. P5 and MNRAAA – request for the need of regional representation for AAA. Request will be brought up at the next P5 board meeting.
- *Rusty, Big Stone County Townships:* Township Assoc. meeting was held earlier this month. The big issues were: reflectivity of signs, GPS of signs for future records & use, quarry project.
- *Brett, Dawson/Boyd Schools:* IT person needed for school district. One retirement after this school year.
- *Harold, LQP County:* Would also recommend Jim Mueller as a speaker. Thirteen union contracts signed, one left which is going to mediation. The county busy drilling wells on geo-thermal system.
- *Brent, Big Stone County:* Listened to speaker Jim Mueller at the Kandiyohi County meeting – he spoke on county redesign. Recommend to look into for annual meeting. Quarry meeting held by County Commissioners with about 100 people in attendance – 25 testified. Vote will take place on May 1st. New appt. made by Big Stone County to sit on the Watershed Board. Ditch determination a big issue right now.
- *James, Chippewa County Townships:* not present
- *Kathi, Ortonville School:* Headstart program going to ½ days or every other day. School considering SRTS but it may not be a good time for them. Two teachers retiring after this school year.
- *Warren, Swift County Townships:* Township Assoc. meeting held in March. The issues were; abandoned cemeteries, land evaluations, replacement of 911 signage as well as traffic signs for night time visibility.
- *Jim, Chippewa County:* Obtaining bids for family service building remodeling - \$300,000 project. Working on an early retirement plan, hope to have it completed by June. “Great by Choice” by author Jim Collins.
- *Bruce, Prairie Five CAC, Inc.:* Prairie 5 meeting tomorrow at 1pm.
- *Mark, LQP County Townships:* not present
- *Jeff, LQP County Municipalities:* not present
- *Heather, Swift County Municipalities:* not present
- *Scott, YM County Municipalities:* New job with Bennett Office Products.
- *Juanita, Workforce Council:* Business as usual. Input sessions going on around the state to see what the training needs are for businesses. The Governor’s Workforce Council will be held in late spring/early summer.
- *Mike, Chippewa Municipalities:* The sign-up for natural gas is tonight in Clara City – free hookup if agreement is made tonight. New county/city garage going well. One lot being sold very soon on the South side of Hwy 7. An announcement will be made soon for a lot with the cereal maker, Kay’s Natural. City streets first layover will be done soon, the 2nd phase will begin in 2013.

Staff presentation: Jacki Anderson

Discussion made on the Revolving Loan Fund process. We are considered a GAP financier-there needs to be owner equity and a bank loan. The RLF currently has \$80,000 that can be loaned out. We generally get between \$16,000-\$20,000 a month with loan repayments. Discussion made on the opportunity to get more money from either the EDA

(\$300,000-\$500,000) or USDA (\$100,000) both of which will require a match. Visits may be made to each county to present a formal funding request for match for the grant.

2. **Information Items**

a. Planner Update Memo: No questions/comments

b. Accounting Specialist: An offer was extended to Kellie Olson and was accepted. However, on Friday, April 20th she called and declined the offer and took a job with her current employer. The position will be re-advertised beginning next week. The job description has been modified and we will be seeking an Accountant of the previous job description. The loan portion has been removed. Hope to have someone on staff by June 1st to work with Barb Jordahl before her retirement date at the end of July.

3. **Action Items**

a. RLF Advisory Board Recommendations from April 9th meeting:

M/S/P – Brent Olson, Mike Thein made motion to approve a \$65,520 loan to Kaercher Publications, Inc. amortized over 10 years at 4.5% with a second position blanket UCC behind the bank and third position on real estate behind PEDC and CenBank.

M/S/P – Warren Rau, Kathi Thymian made motion to approve a \$10,000 loan amortized over 10 years at 4.5% with a second position blanket UCC on equipment behind the Coop Credit Union.

M/S/P – Gary Johnson, Rusty Dimberg made motion for the board to approve standby and subordination agreement waivers for the investors in the Granite Falls Dairy Queen project.

b. Staffing:

This item was deleted due to Information Item 2b.

c. Swift County Hedgehog:

M/S/P – Gary Johnson, Rusty Dimberg made motion to approve the Hedgehog Grant Application from Swift County with a recommended amount of \$1,500 rather than the requested amount of \$3,500.

Discussion made.

The motion was opposed by Harold Solem and Mike Thein.

d. Comprehensive Economic Development Strategy (CEDS) Governing Board:

M/S/P – Kathi Thymian, Mike Thein made motion to approve the list of recommended individuals for the CEDS Governing Board. Below is the list of members:

Public Representatives

1. Angela Doren Public
2. Scott Peterson Public
3. Juanita Lauritsen Public/Workforce
4. Jim Dahlvang Public
5. Kathi Thymian Public
6. Brett Buer Public
7. Mike Thein Public
8. Bruce Swigerd Public
9. Jim Schmaedeka Public
10. Harold Solem Public
11. Heather Giese Public

Private Representatives

12. Mark Bourne Private
13. Jeff Olson Private
14. Brent Olson Private
15. Rusty Dimberg Private
16. Warren Rau Private
17. Gary Johnson Private
18. Gary Hendrickx Private

e. Comprehensive Economic Development Strategy (CEDS) Strategy Committee:

M/S/P – Gary Johnson, Bruce Swigerd made motion to approve the list of recommended individuals for the CEDS Strategy Committee with the change of Debra Lee Fader to Alan Johnsrud. Below is the recommended list of members:

1. Paul Kittleson Mayor, City of Benson
2. Jon Rademacher City Manager, Madison
3. Juanita Lauritsen Workforce
4. Rick Shrubb Higher Education
5. Neil Linscheid Higher Education
6. Debra Lee Fader Mayor, City of Montevideo
7. Julie Redepenning Community Leader
8. Becky Parker Community Leader
9. Richard Groothuis Mayor, City of Maynard
10. Dave Smiglewski Private Business
11. Scott Quick Private Business
12. Dean Solem Private Business
13. John Roiger Private Business
14. Kevin Beyer Private Business
15. John Virnig Private Business
16. Scott Marquardt Private Business
17. Maynard Meyer Private Business
18. Gary Hendrickx Private Business
19. Steve Scott Private Business
20. Pat Duffy Private Business

f. EDA Planning Grant

M/S/P – Juanita Lauritsen, Mike Thein made motion to authorize the Chairman’s signature on the attached letter which authorizes the Executive Director’s signature on the EDA Planning Grant.

g. Maynard Website Update:

M/S/P – Warren Rau, Harold Solem made motion for authorization of Chairman’s and/or Executive Director’s signature on the contract with the City of Maynard not to exceed \$1000 annually.

h. MnDOT Transportation Planning Grant Contract:

M/S/P – Mike Thein, Kathi Thymian made motion for the authorization to commit \$8,824.00 for match for the Mn/DOT Planning Grant and authorize the chairman and executive director’s signatures on the agreement and the secretary’s signature on resolution.

4. Discussion Items

- a. No items listed

The meeting adjourned at 8:15pm

APPROVED BY:

PREPARED BY:

Jim Dahlvang
RDC Chairman

Jackie Sigdahl
RDC Administrative Assistant

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury
Financial Officer

DATE: May 22, 2012

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

Attached is the treasurer's report for April 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 April 2012.

ACTION REQUESTED:

For the Commission to approve the attached UMVRDC April 2012 Treasurer's Reports and also the April 2012 check listing (check #16952 through 17011) as presented.

Enc.

April-12									#1b
UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION									
REVENUE & EXPENSE REPORT									
		FY12		April		YR-To-DT			
REVENUES		Budget		Revenue		July thru April			
Agency Revenues		Revision #2							
Interest		4,000		394		4,000			100%
Levy		257,000				120,376			47%
Miscellaneous		1,000				396			40%
Certificate of Indebtedness		0				0			0%
Hedge Hog Grants		16,000				0			0%
Dawson EDA Grant #2		4,000				0			0%
Reserves for new Grants Admin Staff		7,000				0			0%
Economic Development/EDA									
EDA Planning Grant		64,628		16,157		64,628			100%
University of MN Project		1,200				1,200			100%
WesMN RLF Admin		34,000		10,310		28,617			84%
Hazard Mitigation						0			
4 County HM Updates		31,492		153		9,349			30%
LqP Hazard Mitigation Update		6,060		3,060		3,060			50%
Technical Assistance									
Technical Assistance Potential Contracts		3,000				0			0%
Blandin Demo Community		5,000				4,681			94%
Blandin Marketing		7,100				2,145			30%
Blandin Extension		2,500				1,250			50%
Blandin School Project		960				0			0%
Clara City Comp Plan (HH 4,250)		14,750				13,135			89%
Milan Web		500				0			0%
Graceville Web						134			
Forecast Public Arts Grant		2,000				1,500			75%
Swift Co Emergency Operations Plan		1,000		(119)		809			81%
Region 5 Marketing Items		1,500				0			0%
Upper Sioux Energy Plan		9,453				10,000			106%
MIRC Websites - Echo/Bellingham		4,000				4,505			113%
Grant Writing									
Granite Falls Byway Grant		2,000				2,000			100%
Granite Falls DNR Trail		1,000				1,000			100%
Dawson EDA Grant #2		4,000				4,000			100%
Grants Admin/Management									
Browns Valley HUD Grant		25,000		260		5,005			20%
Granite Falls Overall Admin		30,000				24,438			81%
SCDP Grant Benson Shortform		2,000				2,068			103%
SCDP Grant Benson		11,256				11,256			100%
SCDP Grant Appleton		20,000				10,006			50%
SCDP Grant GF/Clarkfield		14,000				14,016			100%
Transportation/MN DOT									
Planning Grant		50,000				45,000			90%
Transit Coordination Update		5,800				4,543			78%
Prairie Waters		65,690		1,000		49,177			75%
Byway Interpretation - Schmidt Foundation		10,000				10,000			100%
Byway Corridor Management Plan		20,000				0			0%
Art Crawl		32,750		6,975		44,014			134%
		771,639		38,190		496,306			64%
Pass-Thru Revenue (not included above)				74,061		1,266,874			

		FY12				
		Budget	Expenses	YR-To-DT		
		Revision #2	April	July thru April		
DISBURSEMENTS						
Salaries/Fringe		508,000	44,913	418,004	82%	
Data Acquisition		500		0	0%	
Commissioner's Expense						
Per Diem/FICA		14,000	1,238	8,720	62%	
Meeting Expense		3,000	26	1,487	50%	
Public Officials Ins.		6,030		6,026	100%	
Travel C&C		9,000	704	6,108	68%	
Training		7,000		5,260	75%	
Audit		12,000		11,436	95%	
Hedge Hog Grants		20,000		0	0%	
Computer Technical Assistance		16,000	368	5,630	35%	
Contract for Services/Comm Dev		10,000	1,315	4,659	47%	
Copy Charge/Xerox Lease		10,000	1,177	9,208	92%	
Depreciation		11,000	894	8,374	76%	
Dues		3,000		1,032	34%	
Insurance		3,500	28	835	24%	
Legal Fees		2,000		0	0%	
Miscellaneous/Employee Morale		4,000	156	1,143	29%	
Office Rent		12,210	1,017	11,183	92%	
Postage		10,500	376	4,347	41%	
Printing/Advertising		5,000	829	3,585	72%	
RDC Marketing Items		2,000		308	15%	
Registration/Training		13,000	603	2,821	22%	
Repairs/Maintenance		2,000	75	1,419	71%	
Software/GMS Maintenance-Updates		11,000	236	3,247	30%	
Sub./Publications		2,000		995	50%	
Supplies		7,000	1,078	4,329	62%	
Telephone		7,500	275	6,180	82%	
Travel/Staff		25,000	1,111	15,161	61%	
Art Crawl		18,450	750	8,369	45%	
Tourism Trade Shows/Ads		16,000		10,562	66%	
	TO	770,690	57,168	560,429	73%	
Revenue over (under) expense		949	(18,978)	(64,123)		
Balances at 04-30-2012						
General Checking		\$ 76,319.11				
Money Market		\$ 518,958.11				
Revolving Loan Fund		\$ 153,306.76				
Agency Auto		\$ 38,183.97				
Equipment Fund		\$ 21,511.91				
UMVRDC Secretary/Treasurer			UMVRDC Executive Director			

APRIL 2011 CHECK LISTING

Checks _16952_____ through __17011_____

Check#	Check Date	Vendor Name	Check Amount	Description
16936	04/03/2012	LEAGUE OF MN CITIES FINANCE DEPARTMENT	-20.00	Training (voided unable to attend)
16952	04/10/2012	A to Z Letterpress Printing	1,500.00	Meander - Contract for Services- Printing
16953	04/10/2012	Advocate Tribune	66.75	Job Posting
16954	04/10/2012	Association of MN Counties	50.00	Job Posting
16955	04/10/2012	C.C. Diamond Products, LLC	98,530.00	C.C. Diamond Products, LLC - Loan
16956	04/10/2012	CHIPPEWA COUNTY AUDITOR	476.37	Dental Insurance for April, 2012
16957	04/10/2012	CITY OF APPLETON	1,016.67	Office Rent - May, 2012
16958	04/10/2012	Clara City Herald	104.00	Job Posting
16959	04/10/2012	DAWN HEGLAND	75.00	April 2012 Cell Phone
16960	04/10/2012	DAWSON SENTINEL	82.80	Job Posting
16961	04/10/2012	DONS FOOD PRIDE	22.77	Supplies
16962	04/10/2012	Douglas Anderson	41.07	RLF Board Meeting 4-9-12
16963	04/10/2012	Federated Telephone	403.50	Spam Filter, Computer Technical Assistance
16964	04/10/2012	Josh Falness	23.31	RLF Board Meeting 4-9-12
16965	04/10/2012	KENNETH KOENEN	33.30	RLF Board Meeting 4-9-12
16966	04/10/2012	LEAGUE OF MN CITIES FINANCE DEPARTMENT	182.13	Job Posting
16967	04/10/2012	Louis Sherlin	57.72	RLF Board Meeting 4-9-12
16968	04/10/2012	Mediacom LLC	199.93	Internet 4-4-12 - 5-3-12
16969	04/10/2012	Minnesota West CTC	623.00	Registration
16970	04/10/2012	Healthsmart Benefit Solutions, Inc. - NCPERS MN - 9544	48.00	May 2012 Life Insurance
16971	04/10/2012	Montevideo Publishing	91.80	Job Posting
16972	04/10/2012	Ortonville Independent	120.00	Job Posting
16973	04/10/2012	PAUL MICHAELSON	565.32	Browns Valley Consultant
16974	04/10/2012	Paul Wilson	38.85	RLF Board Meeting 4-9-12
16975	04/10/2012	Ruth Keller	75.00	Office Cleaning
16976	04/10/2012	Swift County Monitor-News	60.00	Job Posting
16977	04/10/2012	The Appleton Press	30.15	Job Posting
16978	04/10/2012	Upper MN River Watershed Dist.	20,999.75	Browns Valley Diversion
16979	04/10/2012	Vicki Oakes	22.20	RLF Board Meeting 4-9-12
16980	04/10/2012	Walter W. Wulff	37.74	RLF Board Meeting 4-9-12
16981	04/10/2012	WESTERN GUARD	23.60	Job Posting
16982	04/10/2012	Wilcox Law Office PA	470.00	Attorney and Filing Fees for C.C. Diamond Products, LLC
16983	04/10/2012	Xerox Corporation	958.03	Copy Charge
16984	04/12/2012	Dana F. Cole & Company LLP	32.48	April 2012 Flex Fee
16985	04/12/2012	GFDQ, Inc.	100,000.00	Granite Falls Dairy Queen RLF Loan
16986	04/12/2012	Independent School District No. 378	25,077.75	Blandin Project
16987	04/12/2012	Wilcox Law Office PA	971.00	Attorney Fee, Mortgage Registry Tax, and Filing Fee for Granite Falls Dairy Queen

APRIL 2011 CHECK LISTING

Checks _16952_____ through __17011_____

Check#	Check Date	Vendor Name	Check Amount	Description
16988	04/18/2012	Chase Card Services	1,991.66	Survey Monkey Renewal, Misc. Supplies, Postage, Agency Auto, Staff Travel, Domain Registration
16989	04/18/2012	Hawleys Inc.	5,261.00	Benson Owner Rehab
16990	04/18/2012	Minnesota Counties Intergovernmental Trust	85.00	Commercial Inland Marine
16991	04/18/2012	Select Account	3.83	April 2012 Participant Fee
16992	04/24/2012	Bourne, Mark L	77.14	Commissioner's Per Diem/Travel
16993	04/24/2012	Buer, Brett T.	83.25	Commissioner's Per Diem/Travel
16994	04/24/2012	Dahlvang, Jim	175.38	Commissioner's Per Diem/Travel
16995	04/24/2012	Dimberg, Harold R	145.41	Commissioner's Per Diem/Travel
16996	04/24/2012	Giese, Heather	47.17	Commissioner's Per Diem/Travel
16997	04/24/2012	Hendrickx, Gary	141.52	Commissioner's Per Diem/Travel
16998	04/24/2012	Johnson, Gary L.	87.13	Commissioner's Per Diem/Travel
16999	04/24/2012	Lauritsen, Juanita	68.26	Commissioner's Per Diem/Travel
17000	04/24/2012	Olson, Brent	78.25	Commissioner's Per Diem/Travel
17001	04/24/2012	Olson, Jeff	60.49	Commissioner's Per Diem/Travel
17002	04/24/2012	Peterson, Scott	88.24	Commissioner's Per Diem/Travel
17003	04/24/2012	Rau, Warren	123.21	Commissioner's Per Diem/Travel
17004	04/24/2012	Schmaedeka, Jim	86.02	Commissioner's Per Diem/Travel
17005	04/24/2012	Solem, Harold	132.09	Commissioner's Per Diem/Travel
17006	04/24/2012	Swigerd, Bruce	72.15	Commissioner's Per Diem/Travel
17007	04/24/2012	Thymian, Kathi	69.37	Commissioner's Per Diem/Travel
17008	04/24/2012	CANBY NEWS	17.80	Job Posting
17009	04/24/2012	Peg's Place	25.50	Meeting Expense
17010	04/24/2012	USABLE Life	31.50	May 2012 Life Insurance
17011	04/24/2012	Xerox Corporation	223.75	Copy Charge/Staples
Brett Buer, UMVRDC Secretary/Treasurer			Dawn Hegland, Executive Director	
Gray highlights are pass-thru expenses				

ACTION MEMO

TO: UMRDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: May 22, 2012
RE: Public Interest Representative – EDA

It was recommended at the last meeting to reach out to Vicki Oaks from the Ortonville EDA to see if she would be interested in sitting on the RDC board as the EDA representative in the region. I spoke with her and sent her the position expectations and she talked with her board and is interested and willing to serve on our board.

ACTION REQUESTED

Appoint Vicki Oaks as the UMRDC EDA Public Interest Representative.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: May 22, 2012
RE: City of Milan Comprehensive Plan Update

Staff presented the city of Milan a proposal to update their 2002 Comprehensive Plan for \$9,700. The City of Milan has approved this proposal contingent on receiving a Hedgehog Grant to reduce the amount of the contract by 50%. They have submitted a Hedgehog Grant for your consideration.

Attached is the contract for your review.

ACTION REQUESTED

Authorization of Chairman and/or Executive Director's signature on the contract with the City of Milan for a Comprehensive Plan Update.

Enclosure

Contract for Professional Services
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and the
CITY OF MILAN
FY12 - 0016

Milan Comprehensive Plan Update

WHEREAS, this Contract for Services is by and between the CITY OF MILAN, MINNESOTA, hereinafter referred to as the CITY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMRDC; and

WHEREAS, the purpose of this contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMRDC; and

WHEREAS, the nature of the said services is to assist the CITY in updating their comprehensive plan document; and

WHEREAS; the UMRDC agrees to provide professional services as required in this contract and shall begin to provide said services beginning in June 2012.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Update the 2002 Milan Comprehensive Plan with the new 2010 census data, economic data and statistics. Chapters and data will include:
 - i. Community Profile: Location, History, Population Profile and Social and Economic Information;
 - ii. Natural Resources: Natural Resources Inventory;
 - iii. Milan's Current Land Use: Current Land Use Map, Housing, Businesses and Industry, Public Investments and Telecommunications and Energy;
 - iv. Current and Emerging Issues: 2002 and current, feedback from public meetings;
 - v. Goals, Objectives and Policies;
 - vi. Implementation: Milan's Future Land Use, and Implementation Tools.

- B. Update and create the following new maps:
 - vii. Current Land Use/Zoning;
 - viii. Future Land Use;
 - ix. Public Investments;
 - x. Transportation.

- C. Facilitate a public input process with two community wide meetings.

- D. Meet with the city council :
- 2 meetings to update goals, objectives and policies, and review comprehensive plan;
 - 1 Public hearing/open house with presentation materials and displays.
- E. Twelve (12) draft copies of the comprehensive plan will be made available to the CITY. The CITY has the option to post the draft comprehensive plan on their website.
- F. UMVRDC will provide the following final products:
- Twelve (12) hard copies of the approved comprehensive plan;
 - Electronic versions (one in Word & PDF versions) of the approved comprehensive plan.

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Identify a primary contact and Task Force responsible for this project.
- B. Provide the UMVRDC with specific information needed to complete the UMVRDC's services.
- C. Schedule and hold any necessary city council or public meetings/hearings as necessary and assure that all publication and notification requirements are met.
- D. Pay for all meeting and public hearing notifications.
- E. Compensate the UMVRDC in accordance with Section IV of this contract.

SECTION III. CONTRACT PERIOD

- A. This contract is effective from June 15, 2012 to December 1, 2013
- B. The time period for this contract may be amended upon request and signed approval by both the UMVRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The CITY agrees to pay the UMVRDC the following for the development of a new comprehensive plan:
- A. The CITY agrees to pay the UMVRDC the following for the development of a new comprehensive plan:

- \$9,700 for services identified in SECTION I.
 - Payments by the City of Milan will be as follows:
 - \$7,275 will be due upon the signing of this contract.
 - \$2,425 will be due upon completion of this contract.
- B. Costs above and beyond the amount in SECTION IV that will be itemized on each invoice will include the following:
- Mileage at the federal reimbursement rate for any additional meetings/travel beyond what is identified in SECTION I;
 - Staff time at \$60.00 per hour for any additional meetings beyond those in SECTION I;
 - Additional Printing/copying at \$0.10 for black and white and \$0.25 for color;
 - Postage at the current postage rate for sending out any additional documents/copies of products beyond those identified in Section I.
- C. Costs not included in this contract include expenses incurred for engineering or consultant fees (other than the UMRDC). Those costs/fees would be the responsibility of the CITY.

SECTION V. GENERAL PROVISIONS

- A. Changes in UMRDC Services.
 In the event the CITY requests additional services from that described in SECTION I, and such services are to be completed by the UMRDC, the UMRDC shall be entitled to additional compensation as agreed to by both the UMRDC and CITY. This contract shall be amended or a new contract shall be created to reflect additional services and compensation.
- B. 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 enforcements of services provided and/or products produced.
- C. Termination.
 This contract may be terminated with or without cause by either the UMRDC or CITY upon sixty (60) days prior written notice.
- D. Severability.
 Any provision or part of this contract held to be void or unenforceable under any law

or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMVRDC and CITY, who agree that the contract for shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

The 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

Date: _____

Authorized Representative

Title: _____

Date: _____

ATTEST:

Title: _____

Date: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Jacki Anderson, Senior Planner

DATE: May 22, 2012

RE: Granite Falls EDA Application

Enclosed is a contract for grant writing services between the UMRDC and the City of Granite Falls. Under this contract the UMRDC would author an EDA application on behalf of the City for new lift station which addresses both hazard mitigation and economic development. The contract amount is \$8,000, the City plans to apply for the Hedgehog to help with 50% of this cost reducing the City's amount to \$4,000 (if approved). The EDA application is anticipated to be submitted towards the end of July.

ACTION REQUESTED:

Authorize the Chairman's and/or Executive Director's signature on the contract with the City of Granite Falls for grant writing services.

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF GRANITE FALLS
for
Department of Commerce EDA Grant Application

WHEREAS, this Contract for Services is by and between the CITY OF GRANITE FALLS, MINNESOTA, hereinafter referred to as the CITY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMRDC; and

WHEREAS, the purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMRDC; and

WHEREAS, the nature of the said services is to assist the CITY in preparing a Department of Commerce Economic Development Administration (EDA) grant application hereafter referred to as EDA grant application; and

WHEREAS, the UMRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning May 2012; and

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Coordinate the collection of required information for the EDA application
- B. Provide to the CITY a list of needed information
- C. Complete and submit the EDA application

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

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

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed May 1st, 2012 – July 31st, 2012;

- B. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMRDC shall be compensated for services provided in Section I of this Contract with the grant funds provided in the grant agreement between the UMRDC and Minnesota Department of Public Safety.

- B. The CITY agrees to pay the UMRDC the amount of \$8,000

Compensation for services paid by the CITY will be provided as follows:

- 1. Half (\$4,000) will be required up front upon the signing of this contract and half (\$4,000) will be due upon the submission of the EDA grant application.

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

SECTION V. GENERAL PROVISIONS

- A. Changes in UMRDC Services

In the event the CITY requests additional service from that described in Section I, and such services are to be completed by the UMRDC, the UMRDC shall be entitled to additional compensation as agreed to by both the UMRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

- B. 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.

- C. Termination

This agreement may be terminated with or without cause by either the UMRDC or CITY upon sixty (60) 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.

- D. Severability

Any provision or part of this Contract held to be void or unenforceable under any law or regulation

shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMRDC and CITY, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

The UMRDC and CITY hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

EXECUTIVE DIRECTOR
UMRDC

Date: _____

AUTHORIZED REPRESENTATIVE

Title: _____

Date: _____

ATTEST:

Title: _____

Date: _____

INFORMATION MEMO

TO: UMRDC Commissioners

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

DATE: May 22, 2012

RE: Planner Update

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

Revolving Loan Fund – Jacki

Approximately \$75,000 is available for lending, if you know of someone interested in starting or expanding a business please have them contact the UMRDC for more information on how RLF funds can assist them.

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

City of Dawson EDA Application – Jacki

Additional documents have been submitted to EDA, we are awaiting a few responses from state and federal agencies for comments on the project which will be forwarded to EDA when received. We anticipate hearing a final word from EDA in the coming weeks.

EDA Planning Grant – Jacki

EDA has requested some additional documents that have been provided to continue processing our planning grant request.

EDA has requested a site visit on June 12th, EDA representative Dennis Foldenauer will meet with Dawn, Jacki, RDC Chairman Jim Dahlvang and CEDS Strategy Board Member Gary Hendrickx. This meeting will review the RDC's role and economic development activities.

Milan Comprehensive Plan Update - Kristi

The city of Milan voted to contract with the UMRDC to update their Comprehensive Plan, pending the Hedgehog Grant approval.

Granite Falls – Arlene, Barb

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

Meander – Kristi, Jenifer

Updates to the Meander website are being made. We met our sponsor goals to balance our budget.

Prairie Waters Regional Tourism – Jenifer, Kristi

The Prairie Waters Board met on May 9th to plan the Annual Gathering. We intend to have the event at the OHV Park in Appleton. Once we have a firm date, we will let the RDC Board know – we'd love to have you come to the event!

We're also working on Prairie Waters website updates and continuing to use the Facebook page to market directly to our "fans". If you haven't already, please "LIKE" us on Facebook: <http://www.facebook.com/prairiewaters>

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 and hope to have the site live soon.

Safe Routes to School Grant Applications – Lindsey

All six Safe Routes to School (SRTS) applications staff assisted schools with were selected for funding by MnDOT. Appleton/Milan Elementary, Benson's Elementary and Jr. High, Stevens Elementary in Dawson, MMN Elementary in Madison and Yellow Medicine East's Elementary and Middle Schools were all chosen for planning assistance grants. MnDOT will be contracting with the UMRDC to develop these five SRTS Plans. The Canby School District (including St. Peter's Catholic School) was successful in their implementation grant application to hire a SRTS Program Manager. In the grant application, they asked for \$9,000 to fund a part-time position for one year. MnDOT decided it would be more beneficial to fund them at \$20,000 and sustain that position for two years.

Energy Forum – Jacki, Dawn

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

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

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

Staff are planning a series of presentations from each of the 7 MIRC grant recipients on June 15. The presentation will include lessons learned and potential work in the region to continue their efforts. Also, Dawn and Jacki will be attending and presenting at the spring MIRC Conference May 30th and 31st.

Regional Trails Plan Update – Lindsey

Staff has been working on the Regional Trails Plan Update, gathering information and producing maps of current trails. A steering committee will be gathered on May 30th to get input on the Plan Update to date and to discuss potential trails in the region.

Meetings and Conferences

5/8-10	Art of Hosting Training	Kristi
5/17	Public Art planning meeting	Kristi
5/22 – 23	RDC Transportation Planners' Meeting	Lindsey
5/30 – 31	MIRC Conference	Jacki/Dawn
6/6	Clara City Planning Commission Meeting	Kristi
6/15	MIRC Project Review	Jacki/Dawn

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Lindsey Knutson

DATE: May 22, 2012

RE: Safe Routes to School Grants Announcement

UMVRDC staff assisted with five Safe Routes to School (SRTS) planning assistance grant applications and one SRTS implementation grant application, from MnDOT, to hire a SRTS Program Manager for the Canby School District on April 27, 2012. The planning grant applications were for the following schools:

- The Elementary and Jr. High Schools in Benson
- The Elementary School in Dawson
- The Elementary School in Madison
- The Elementary School in Appleton
- The Elementary and Middle Schools in Granite Falls

All six SRTS applications from our region were funded! The exact budget for the five SRTS planning grants is unknown at this time. UMVRDC staff will be working with MnDOT to develop the budget for each school. MnDOT will contract with the UMVRDC to complete the SRTS Plans for each of the five applicants. The planning process will begin after Federal authorization, most likely by August, and will last approximately one year.

Additionally, the Canby School District was successful in their application for a SRTS Program Manager. The application requested \$9,000 to hire a part-time Program Manager for one year. MnDOT decided to fund them at \$20,000 to extend the Program Manager's position to two years.

Our region received five out of the 27 planning grants awarded throughout the state and one of the eight implementation grants awarded throughout the state. To see the complete list of funded SRTS applicants, visit MnDOT's SRTS web page: <http://www.dot.state.mn.us/saferoutes/grant-recipients.html>

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: May 22, 2012

RE: DNR Parks & Trails Future Advisory Committee

I was recently appointed by DNR Commissioner Tom Landwehr, as a member of the DNR Parks & Trails Future Advisory Committee. This committee will be meeting regularly over the summer and fall to:

1. To identify criteria and considerations to create a state parks and trails plan for of the future to focus resources on the highest-quality and most important park and trail experiences;
2. To identify options for new long-term funding sources to replace general fund support and reflect our statewide priorities;
3. To identify innovative programs and initiatives to increase outdoor recreation participation by Minnesotans and visitors.

I believe this will help our agency understand the future funding priorities for DNR funding in order to better help our region seek funding to maintain and improve the outdoor recreation facilities in this region. I also believe I can bring a rural perspective into the committee. I am honored to be appointed and look forward to participating in this discussion. I will be sharing periodically the results of the committee. Please let me know if you have any ideas or comments you would like me to bring forth to this committee.

INFORMATIONAL ONLY- No Action requested

Enclosure

From: Landwehr, Tom (DNR) [mailto:tom.landwehr@state.mn.us]

Sent: Friday, May 11, 2012 9:45 AM

To: ddozment@gmail.com; nburns@lutsenresort.com; Michael_R_Huber@bluecrossmn.com; CGears@threeriversparkdistrict.org; jschaubach@cuyunamed.org; dorian@bikemn.org; molly@conservationminnesota.org; Dawn Hegland; blourey@nemadjiresearch.com; Tollefson, Colleen (TOUR); ravenkate49@hotmail.com; Anderson, Denise (DNR); ailoll@paulbunyan.net; mmkenlars@comcast.net; Jenna.Fletcher@tpl.org

Cc: Rivers, Erika (DNR); Meier, Bob (DNR); Young, Laurie G (DNR); Nelson, Courtland (DNR)

Subject: MESSAGE FROM DNR COMMISSIONER - DNR PARKS & TRAILS for the FUTURE ADVISORY COMMITTEE

Importance: High

I am pleased to appoint you as a member of the DNR Parks and Trails for the Future Advisory Committee.

This dynamic effort will take the legacy of Minnesota's 100-year-old state parks and trails system into the future. Because of your experience and knowledge of Minnesota's state parks and trails, your participation will be an asset to our effort to create a shared vision for the future.

Specifically, the objectives of the Committee are:

1. To identify criteria and considerations to create a state parks and trails plan for of the future to focus resources on the highest-quality and most important park and trail experiences;
2. To identify options for new long-term funding sources to replace general fund support and reflect our statewide priorities;
3. To identify innovative programs and initiatives to increase outdoor recreation participation by Minnesotans and visitors.

Minnesota's state parks and trails play an important role in our communities, our economy and our way of life. Minnesota's state park and trail system is a key component to our state's \$11 billion tourism industry, plays a unique and important role in providing recreation opportunities to Minnesotans and out-of-state tourists while creating a climate for private sector jobs.

The general fund has historically been used to support state parks and trails, keeping them affordable and available. However, general fund support declined by 19% in the last twelve years, and FY12-13 general fund reductions will significantly accelerate the impacts to public services. The general fund is no longer a reliable source of operating revenues for state parks and trails.

Our current fiscal challenges are really an opportunity to redefine and create a new park and trail system that will continue to connect people to the outdoors, provide recreational opportunities and support our state's tourism economy.

Committee recommendations will be considered for the FY14-15 budget.

We recognize that there are many demands on your time. The Committee will meet monthly or bi-monthly, as needed, May – September; with the potential for additional meetings and/or regional meetings throughout the fall; with final recommendations being made by December. Time and travel commitment is 1-2 days per month, May – September; and 1 day per month September – December; assistance as needed and/or able during the 2013 legislative session.

Again, thank you for your willingness to be a part of this monumental and much-needed effort. We are excited to take on today's challenges and create new opportunities for the future.

Sincerely,



Tom Landwehr
Commissioner
Minnesota Department of Natural Resources

Take a Child Outdoors Today!

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: May 22, 2012
RE: Staffing Update

Our application deadline for a new accounting/grants management staff ended Monday. We had a total of 3 applications. I also talked with one applicant who turned in her application after the deadline. We interviewed one candidate on Wednesday morning and are in the process of doing reference and background checks. I will bring forth our recommendations and next steps at the meeting next week.

INFORMATIONAL ONLY- No Action requested

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Jacki Anderson, Senior Planner
DATE: May 22nd, 2012
RE: Loan Advisory Board Recommendations

Below is the Loan Advisory Board recommendation from the May 14th RLF meeting.

The board also discussed recapitalizing the RLF; it was unanimous that we should move forward with the project. The next step will be meeting with each of the county's to request their consideration of providing matching funds for the project.

Please review and take action on each individual request.

LOAN ADVISORY BOARD RECOMMENDATION:

1. Approve a \$13,000 loan for C & L Powder Coat to expand their part-time business to full-time. The recommended loan terms include:

ACTION REQUESTED: For the board to approve a \$13,000 to C & L Powder Coat amortized over 10 years at 4.5% with a shared second position blanket UCC with the behind the bank and shared 1st position on real estate both shared positions with the Southwest Initiative Foundation.

ACTION MEMO

TO: UMVRDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: May 22, 2012
RE: Swift County Hedgehog Grant Application

At Gary Johnson's request I have placed this item back on the agenda.

Swift County has applied for a Hedgehog Grant to update their County Solid Waste Plan. I ranked the application according to our criteria and have enclosed the application and ranking for your review.

This year we have approved \$20,000 for the Hedgehog fund and we sub-allocated \$10,000 for cities under 500 in population and \$10,000 for all other units of government. To date, we have allocated \$4,000 to the City of Dawson

The Commission has the following options:

- a) approve the application;
- b) approve partial funding to the application, or
- c) deny the application

ACTION REQUESTED

Review the Hedgehog Grant Application from Swift County and recommend action.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
 Helping Communities Prosper

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

The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMRDC.

Hedgehog Grant Review Criteria

Date: 4-19-12
City/County/Township/Tribal/School District Name: Swift County
Project Name: County Solid Waste Plan Update
Cost: \$ _7,000_____ Total Estimated Project Cost \$ _3,500_____ Requested Amount from Hedgehog Grant <i>(50% of the total project cost up to \$5,000.)</i>
\$ _10,000_____ <i>Current Amount left for cities under 500 (before this request)</i>
\$ _6,000___ <i>Current Amount left for other units of government</i> \$4,000 to Dawson Jan 2012

Criteria	
Yes/ <u>No</u>	City under 500 population
Yes/ <u>No</u>	Has not received a Hedgehog Grant this RDC fiscal year (July-June)
<u>Yes</u> /No	UMVRDC proposal accepted and contract in place
<u>Comprehensive Planning</u> Strategic Planning Grant Writing	Eligible project area:
0	Year of last contract with RDC (2pt max.) <ul style="list-style-type: none"> 0 points if contract within current year 1 point if contract within last 3 years 2 points if no contracts within last three years
0	Potential for follow up contract administration (5 pts max.)
2	Total contract amount (3 pt max) <ul style="list-style-type: none"> 0 pts if under \$999 1pt if between \$1,000-2,499 2pts if between \$2,500- \$9,999 3pts if over \$10,000
2/10	TOTAL SCORE (10 points maximum)

INTERNAL USE ONLY: Date Approved:

ACTION MEMO

TO: UMVRDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: May 22, 2012
RE: Granite Falls Hedgehog Application

Granite Falls has applied for a Hedgehog Grant to submit an EDA grant application for them. I ranked the application according to our criteria and have enclosed the application and ranking for your review.

This year we have approved \$20,000 for the Hedgehog fund and we sub-allocated \$10,000 for cities under 500 in population and \$10,000 for all other units of government. To date, we have allocated \$4,000 to the City of Dawson.

The Commission has the following options:

- a) approve the application;
- b) approve partial funding to the application; or
- c) deny the application

ACTION REQUESTED

Review the Hedgehog Grant Application from Granite Falls and recommend action.



Upper Minnesota Valley
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 Helping Communities Prosper

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The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMRDC.

Hedgehog Grant Review Criteria

Date: 5-22-12

City/County/Township/Tribal/School District Name:
 Granite Falls

Project Name:
 EDA Application

Cost:

\$_8,000_____ Total Estimated Project Cost

\$_4,000_____ **Requested Amount from Hedgehog Grant** (50% of the total project cost up to \$5,000.)

\$_10,000_____ *Current Amount left for cities under 500 (before this request)*

\$_6,000_____ *Current Amount left for other units of government*
 \$4,000 to Dawson Jan 2012

Criteria

Yes/ <u>No</u>	City under 500 population
Yes/ <u>No</u>	Has not received a Hedgehog Grant this RDC fiscal year (July-June)
<u>Yes</u> /No	UMVRDC proposal accepted and contract in place
Comprehensive Planning Strategic Planning <u>Grant Writing</u>	Eligible project area:
0	Year of last contract with RDC (2pt max.) <ul style="list-style-type: none"> • 0 points if contract within current year • 1 point if contract within last 3 years • 2 points if no contracts within last three years
5	Potential for follow up contract administration (5 pts max.)
2	Total contract amount (3 pt max) <ul style="list-style-type: none"> • 0 pts if under \$999 • 1pt if between \$1,000-2,499 • 2pts if between \$2,500- \$9,999 • 3pts if over \$10,000
7/10	TOTAL SCORE (10 points maximum)

INTERNAL USE ONLY: Date Approved:

ACTION MEMO

TO: UMVRDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: May 22, 2012
RE: Milan Hedgehog Application

Milan has applied for a Hedgehog Grant to update their comprehensive plan. I ranked the application according to our criteria and have enclosed the application and ranking for your review.

This year we have approved \$20,000 for the Hedgehog fund and we sub-allocated \$10,000 for cities under 500 in population and \$10,000 for all other units of government. To date, we have allocated \$4,000 to the City of Dawson.

The Commission has the following options:

- a) approve the application;
- b) approve partial funding to the application; or
- c) deny the application

ACTION REQUESTED

Review the Hedgehog Grant Application from Milan and recommend action.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
 Helping Communities Prosper

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

The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMRDC.

Hedgehog Grant Review Criteria

Date: 5-22-12
City/County/Township/Tribal/School District Name: Milan
Project Name: Comprehensive plan update
Cost: \$ _9,700_____ Total Estimated Project Cost \$ _4,850_____ Requested Amount from Hedgehog Grant <i>(50% of the total project cost up to \$5,000.)</i>
\$ _10,000_____ <i>Current Amount left for cities under 500 (before this request)</i>
\$ _6,000_____ <i>Current Amount left for other units of government</i> \$4,000 to Dawson Jan 2012

Criteria	
<u>Yes/No</u>	City under 500 population
<u>Yes/No</u>	Has not received a Hedgehog Grant this RDC fiscal year (July-June)
<u>Yes/No</u>	UMVRDC proposal accepted and contract in place
<u>Comprehensive Planning</u> <u>Strategic Planning</u> <u>Grant Writing</u>	Eligible project area:
1	Year of last contract with RDC (2pt max.) <ul style="list-style-type: none"> 0 points if contract within current year 1 point if contract within last 3 years 2 points if no contracts within last three years
5	Potential for follow up contract administration (5 pts max.)
2	Total contract amount (3 pt max) <ul style="list-style-type: none"> 0 pts if under \$999 1pt if between \$1,000-2,499 2pts if between \$2,500- \$9,999 3pts if over \$10,000
8/10	TOTAL SCORE (10 points maximum)

INTERNAL USE ONLY: Date Approved:

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: May 22, 2012
RE: UMRDC Annual Meeting Bus Tour July 24

Based on feedback from last year it was suggested that the Commission would host another bus tour on the day of our annual meeting as our board retreat this year. Below is our draft agenda.

9am: Meet at Benson City Hall. Talk to Rob Wolfington about Benson Comp Plan addendum, SCDP (Vicki Syverson) and Hazard Mitigation Plan (Bill McGeary)

Drive by some SCDP commercial and residential rehabs.

Tour Swift County Recycling Facility - Scott Collins and talk about solid waste plan and zoning update.

Tour Benson RLF

- o SpecSys
- o Eric's Motorsports

Lunch at Whistle Stop

Highlight Swift Weavers (Meander artist) next door.

Bus to Appleton

Tour Swift County OHV Park (Mike Johnson, Park Mgr.)

Appleton SCDP

Tour

- SCDP projects
- RLF projects
 - o Appleton Power Equipment
 - o Appleton Vet
 - o Meat Center

5pm Annual Meeting & Dinner at McKinney's in Benson

7pm Jim Mulder Speaker

ACTION REQUESTED:

Discuss and approve moving forward on the draft agenda for our annual bus tour.

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: May 22, 2012
RE: Hedgehog Fund

Our Hedgehog Grant program was set up by the UMRDC in July 2010 after staff visited with Region2 in Bemidji and heard about an innovative idea they used to develop and encourage projects within their region. They set aside some funds each year from their levy or general fund into a “community fund”. 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. In their region they have also worked with their local Initiative Fund to also financially match the project so a project that has a total cost of \$20,000 may get \$5,000 from the RDC and \$5,000 from the Initiative Foundation. RDC 2 states the purpose for their funds is: ***“To serve as a catalyst and financial resource for communities within the Headwaters Region to take action or implement specific initiatives on the most critical issues they face in creating a better future for their community.”***

We targeted \$15,000 in our FY 2010 and 2011 budget and \$20,000 in FY 2012 from our tax levy to support projects that fit within three categories that staff and the board previously reviewed and decided upon. Our current eligibility is as follows:

- Eligible entities for the Hedgehog Grant include local units of government (cities, counties, townships, tribes and school districts) located in Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine Counties.
 - \$10,000 is earmarked for cities under 500 in population.
 - \$10,000 is available to all local units of government in our region.
- Funds are available for **RDC services** in the areas of comprehensive planning, strategic planning and grant writing.

- Eligible entities may apply for a 50% reduction in the costs for RDC services up to a maximum of \$5,000.
- One grant per project.
- One grant per eligible entity per year.
- Hedgehog grants are valid upon signed contract with the UMRDC for services and will be shown as a discount on the final billing for the work outlined in the contract.
- Funds will be made available annually at the discretion of the UMRDC.
- The UMRDC reserves to right to update the eligibility guidelines at any time.

The board previously discussed that there may be some political pressure to fund certain types of projects or projects in certain communities. In the end we suggested three focus areas that we wanted to promote with a focus on the development of comprehensive type planning, strategic planning or grant writing. **These areas were chosen in order to benefit the RDC to the highest extent by putting an emphasis on projects that might lead to a follow up contract.**

I currently review the applications and rank them based on the below criteria.

Criteria	
Yes/No	City under 500 population
Yes/No	Has not received a Hedgehog Grant this RDC fiscal year (July-June)
Yes/No	UMVRDC proposal accepted and contract in place
Comprehensive Planning Strategic Planning Grant Writing	Eligible project area:
	Year of last contract with RDC (2pt max.) <ul style="list-style-type: none"> • 0 points if contract within current year • 1 point if contract within last 3 years • 2 points if no contracts within last three years
	Potential for follow up contract administration (5 pts max.)
	Total contract amount (3 pt max) <ul style="list-style-type: none"> • 0 pts if under \$999 • 1pt if between \$1,000-2,499 • 2pts if between \$2,500- \$9,999 • 3pts if over \$10,000
/10	TOTAL SCORE (10 points maximum)

There has been some recent discussion about what makes up a qualifying “plan”. The RDC is often hired to develop a document (plan) that contains goals and strategies, usually has some form of public input and has the intent of guiding future development, processes, policy or work of a local unit of government. The comprehensive plan is the grand daddy plan that covers a variety of topics as determined important to the governmental body. Sometimes there is the need for a separate additional “plan” that is more focused and detailed in nature but the plan still guides future development, processes, or work. Examples might be:

- Business retention and expansion plan
- Energy plan
- Solid waste plan
- Land use plan
- Broadband plan
- Marketing plan

Sometimes these plans overlap into more of a “strategic” plan. Strategic plans are shorter term than a comp plan. This type of plan just gets more detailed about the who, what, when, where, why and how to pay for the actions identified. Sometimes a comprehensive plan will contain a more detailed implementation portion that contains the more detailed strategic plan but not always. On the website we currently have a more detailed description of comprehensive planning, strategic planning and grant writing.

ACTION REQUESTED:

Appoint a committee to meet with staff members make recommendations by our July meeting.