



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
September 25, 2012
6:30 PM

Introductions

Approve Agenda/Additions

1. **Consent Agenda Items**
 - a. Approve Minutes from August 28, 2012
 - b. Approve Treasurer's Report and List of Bills

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

Citizen Comments

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

Staff Presentation – Lindsey Knutson

2. **Information Items**
 - a. Planner Update
 - b. Executive Director Update
 - c. BHAG Report- Board Stewardship
3. **Action Items**
 - a. Direct Deposit
4. **Discussion Items**
 - a. BHAG Recap – Community Development

Next Meeting Date: October 23, 2012 Annual Meeting
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

August 28, 2012

Board Members Present: Bruce Swigerd, Brent Olson, Warren Rau, Harold Solem, Scott Peterson, Juanita Lauritsen, Rusty Dimberg, Gary Hendrickx, Jeff Olson, Jim Schmaedeka, Kathi Thymian, Gary Johnson, Jim Dahlvang, Angela Doren, Brett Buer, Vicki Oakes

Board Members Absent: Mark Bourne, Heather Giese, Mike Thein

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

Guests: None

Call to Order

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

Introductions were made for our newest board member, Vicki Oakes.

Approve Agenda/Additions

M/S/P – Jeff Olson, Rusty Dimberg made motion to approve the agenda with the addition of 3aOrtonville SCDP Application Contract; 3bOrtonville Hedgehog Application and to add Jim Dahlvang and Gary Johnson to the attendance list on the minutes.

1. Consent Agenda Items

- a. Approve Minutes from July 24, 2012
- b. Approve Treasurer's Report and List of Bills
- c. EDA Conference
- d. Granite Falls SCDP Contract
- e. Benson SCDP Contract
- f. Equipment Purchase
- g. Solicitation of Bids for Agency Vehicle Replacement
- h. NADO Conference

M/S/P – Bruce Swigerd, Brent Olson made motion to approve the Consent Agenda Items as follows: minutes of the July 2012 meeting with above changes; approval of the July 2012 Treasurer's Report showing \$769,954 revenue and \$769,389 expenses along with the check listing; out of state travel for Dawn & Jacki to attend the EDA conference; Granite Falls SCDP Contract; Benson SCDP Contract; equipment purchase; solicitation of bids for agency vehicle replacement; out of state travel to attend NADO conference.

Citizens Comments – none

ROUND ROBIN DISCUSSION:

- *Angela, Big Stone County Municipalities:* Receiving bids for water main valve, looking at bonding. Several candidates running for open positions. No utility rate increase. Replacing 2 docks from storm. CornFest was successful.
- *Gary Hendrickx, Swift County:* Code Red has been implemented at a cost of \$8k/year. Will add in all phone book numbers. The auditor/treasurer will be an appointed position. Springsted has been hired for help in new administrator beginning January 1st. \$2 million loan to Benson hospital and Case IH. 6% increase in health cost. 3% levy increase.
- *Brent, Big Stone County:* A zero snow year highway budget leveled out. County ditch marketing on all the right of ways – will complete next year. A 0-1% levy increase – it was a 9% increase last year.
- *Gary Johnson, Yellow Medicine County:* Insurance going up 30% - employees will have to pick up 50%. 7% levy increase.
- *Rusty, Big Stone County Townships:* Attended the district township association meeting. Get gas tax without levying.
- *Brett, Dawson/Boyd Schools:* Improvements have been made to the bldg. Had a few retirements – all positions filled except for Math. The former teacher is coming back to help out for another year.
- *Harold, LQP County: Brent, Big Stone County:* Energy project on schedule. Detours have been awful, hopefully ending soon. Insurance costs are going up.
- *James, Chippewa County Townships:* Quiet. Waiting on bridge replacement. Have extra money to spend on road maintenance.
- *Kathi, Ortonville School:* All positions filled. Building is ready for school year.
- *Warren, Swift County Townships:* Attended the district township association meeting where highway signage was a big topic. He was concerned that through the legacy dollars there is an initiative to significantly add more prairie land (9000 acres) in our area.
- *Jim, Chippewa County:* Union contracts done & signed for 3 year. Health insurance increase not too bad. Working at keeping the budget under 2% for this year.
- *Bruce, Prairie Five CAC, Inc.:* Dawson is on board with bussing now working on Montevideo
- *Mark, LQP County Townships:* Not present.
- *Jeff, LQP County Municipalities:* Dawson getting put back together after the street construction.
- *Heather, Swift County Municipalities:* Not present.
- *Scott, YM County Municipalities:* Awarded Scenic Byway money for the pedestrian bridge.
- *Juanita, Workforce Council:* Continue working with businesses on their training needs. \$100,000 job skills partnership for short-term training to focus on welding & machining to match the need of area employers. AgCo in Jackson has been bringing welders in from the Carolina's.
- *Mike, Chippewa Municipalities:* Not present.
- *Vicki, Ortonville EDA:* Ortonville Independent expanding. Have options for the café.

Staff presentation:

Staff presentation was done by Kristi Fernholz. Her topic was public art, a project she has been working on through a grant from Forecast Public Art and the Southwest Arts and Humanities Council. She explained how public art and economic development can work together to help our communities energize and increase quality of life. A handout of the final regional plan was handed out, which was created to help communities get started on public art projects. She also explained the interest from the group to do a regional public art project.

2. Information Items

- a. Planner Update Memo: no questions/comments
- b. Executive Director Update: no questions/comments
- c. Returned Survey Update: no questions/comments

3. Action Items

- a. Ortonville SCDP Application Contract

M/S/P – Rusty Dimberg, Jim Schmaedeka made motion approving the contract for the pre-application and full application if the City of Ortonville chooses to award the administrator services to Prairie Five or DSI for the housing and commercial site administration. Abstaining was Angela Doren and Vicki Oakes.

- b. Ortonville Hedgehog Application

M/S/P – Brent Olson, Juanita Lauritsen made motion approving the Hedgehog Application for \$3,000 for the City of Ortonville SCDP application. Abstaining was Angela Doren and Vicki Oakes.

4. Discussion Items

- a. Greater MN Regional Parks and Trails Strategic Plan

Discussion made on the proposed plan. Members were encouraged to take this plan to their local level for further discussion. Below were some ideas/comments:

- Can the size of a park be made smaller rather than the one hundred acres
- Definition of “regional” significance
- Flexibility of standards and conditions on what constitutes a regionally significant trail/park
- Do we have enough trails in our region
- We need to improve the parks we already have

- b. Annual Bus Tour Recap

Several positive comments were received from the annual meeting bus tour held last month in Benson & Appleton, Swift County:

- Excellent

- liked the recycling center
- eye opener on how we can help local businesses succeed
- good P.R. for the agency
- informative & educational
- makes it more real to put a face to a business that we have helped

c. BHAG Recap – Board Stewardship Committee

Topics of discussion from the meeting were the attendance policy, conflict of interest, speakers for the upcoming year. Another suggestion was to possibly meet in an area where the RDC doesn't do as much work such as Big Stone County or Lac qui Parle County and make it a mini trip (extra 1-2 hours) added onto the meeting.

M/S/P – Rusty Dimberg, Jeff Olson made motion for adjournment of meeting.

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: September 25, 2012

RE: Treasurer's Report – August, 2012
August Check Listing

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

ACTION REQUESTED:

For the Commission to approve the attached UMVRDC August 2012 Treasurer's Reports and also the August 2012 check listing (check #17193 through 17263) as presented.

Enc.

August 2012 CHECK LISTING

Checks	17193 to	17263		
Check#	Check Date	Vendor Name	Check Amount	Description
17193	07/31/2012	Jacqueline Sigdahl	123.34	Payroll error correction
17194		Void Check		
17195		Void Check		
17196		Void Check		
17197		Void Check		
17198		Void Check		
17199		Void Check		
17200		Void Check		
17201		Void Check		
17202		Void Check		
17203		Void Check		
17204		Void Check		
17205	08/07/2012	Advocate Tribune	132.60	Prairie Waters Advertising, Budget and Tax Levy Notice
17206	08/07/2012	Appleton Hardware Inc.	35.24	Supplies
17207	08/07/2012	Appleton Oil Company	301.66	Maintenance
17208	08/07/2012	CANBY NEWS	35.60	Job Posting
17209	08/07/2012	CHIPPEWA COUNTY AUDITOR	508.91	August Dental
17210	08/07/2012	City of Browns Valley	2.12	Interest in savings
17211	08/07/2012	CITY OF BENSON	39.80	Annual Meeting - Rolls & Coffee
17212	08/07/2012	CITY OF APPLETON	1,016.67	September Rent
17213	08/07/2012	Clara City Herald	32.00	Public Hearing Notice
17214	08/07/2012	DAWN HEGLAND	48.05	Telephone reimbursement
17215	08/07/2012	DAWSON SENTINEL	21.36	Budget and Tax Levy Notice
17216	08/07/2012	DONS FOOD PRIDE	91.61	Supplies and PW Annual Gathering Supplies
17217	08/07/2012	ESRI	405.50	ArcGIS Annual Maintenance
17218	08/07/2012	Evenson's Contracting, LLC	4,081.00	Appleton SCDP Owner Rehab
17219	08/07/2012	Federated Telephone	379.40	Internet and spam blocker
17220	08/07/2012	Glen's Auto Glass	331.92	Repairs
17221	08/07/2012	Grants Management Systems, Inc.	1,165.50	Annual License - RLF & Accounting
17222	08/07/2012	Jacqueline Sigdahl	10.73	Training - Lunch
17223	08/07/2012	KATIE KELLNER	3.76	Training - Lunch
17224	08/07/2012	KDMA - Ingstad Broadcasting	75.00	Prairie Waters Advertising
17225	08/07/2012	KERKHOVEN BANNER	66.40	PW Annual Gathering Ads, Public Hearing Notice
17226	08/07/2012	LIEBE DRUG INC.	29.76	Supplies
17227	08/07/2012	Mediacom LLC	200.21	Telephone
17228	08/07/2012	Healthsmart Benefit Solutions, Inc. - NCPEI	48.00	Life Insuranc
17229	08/07/2012	Ortonville Independent	40.00	Public Hearing Advertisement
17230	08/07/2012	Regents of the University of MN	3,740.63	Data collection and analysis
17231	08/07/2012	Ruth Keller	60.00	Office Cleaning - July
17232	08/07/2012	Swift County Monitor-News	140.50	PW Annual Gathering Ads, Public Hearing Ads
17233	08/07/2012	T & S Concrete Construction	1,660.00	Appleton SCDP Owner Rehab
17234	08/07/2012	The Appleton Press	1,938.89	Advertising and job services
17235	08/07/2012	WESTERN GUARD	72.58	Public Hearing and PW Annual Gathering Ads
17236	08/07/2012	Xerox Corporation	809.09	Copy Charge
17237	08/13/2012	Dana F. Cole & Company LLP	32.48	August Flex Payment
17238	08/13/2012	Jim's Clothing & Sporting Goods	730.65	RDC Sweaters and Shirts
17239	08/13/2012	PCs for People	5,500.00	PCs for Kids
17240	08/13/2012	SEWearable Designs, Inc.	31,853.10	RLF Loan Closing - Proceeds
17241	08/13/2012	Wilcox Law Office PA	816.90	RLF Loan Closing - Legal Fees
17242	08/22/2012	Chase Card Services	2,111.58	Annual Mtg Meals/Postage/Supplies/Membership/Barb's Cake/Barb's Flowers/Postage/Frames/Staff Travel/Annual Mtg Supplies/Membership Dues/Prairie Waters Facebook Ads/Agency Auto
17243	08/22/2012	Goff Electric Inc.	4,652.00	Appleton Owner Rehab
17244	08/22/2012	Montevideo Publishing	64.00	Prairie Waters Advertising
17245	08/22/2012	Personnel Concepts	15.90	MN & Federal Labor Law Posting
17246	08/22/2012	PRAIRIE FIVE CAC	1,649.00	Appleton SCDP - Commercial Rehab July
17247	08/22/2012	Scandi Girls, Inc.	25.53	Prairie Waters Annual Gathering Supplies

INFORMATION MEMO

TO: UMRDC Commissioners

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

DATE: September 25, 2012

RE: Planner Update

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

Hedgehog Update – Projects approved to-date:

FY13 Hedgehog Funds Available: \$17,000

Funds Awarded

Ortonville SCDP	8/28/12	\$3,000
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Meander – Kristi, Jenifer

Preparations for Meander are in full swing. We were able to increase the marketing budget and so are able to advertise in additional markets such as Fargo, Sioux City, Brookings, as well as our typical advertising of local papers and radio, regional papers, and MPR.

Revolving Loan Fund – Jacki

Approximately \$100,000 continues to be available for lending to new and expanding businesses.

City, County, School CEDS Surveys – Jacki, Lindsey, Kristi

Staff are working on connecting with cities, counties and schools who have not yet returned the CEDS Survey. Staff will be working on analyzing the survey results in the coming weeks.

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.

EDA Applications – Jacki

Dawson – the application to expand the industrial park has gone in for final review by EDA officials.

RLF – the RLF recapitalization application has been submitted to EDA staff for processing.

Granite Falls – the application for wastewater infrastructure has been submitted to EDA staff for processing.

SCDP Contracts Applications – Jacki, Kristi

Ortonville – intent to participate forms are being distributed throughout the community for owner occupied, rental and commercial rehabilitation.

Benson – intent to participate forms have been mailed out for owner occupied and rental rehabilitation.

Granite Falls – intent to participate forms and a community survey are going to be sent out soon to determine interest for owner occupied, rental and commercial rehabilitation.

Prairie Waters Regional Tourism – Jenifer, Kristi

Jenifer attended the SMTA Annual Meeting in Owatonna on September 12-13. The meeting included a “State of the Industry” keynote address by John Edman, Director of Explore Minnesota Tourism. The September newsletter will contain some info from Edman’s keynote.

Clara City Comprehensive Plan - Kristi, Lindsey

Clara City adopted their plan on August 15th. Final copies of the plan and maps were delivered and the project is complete.

Safe Routes to Schools Plans – Lindsey

Benson has completed their first SRTS kick-off meeting and the other four schools will be shortly. The SRTS planning process is officially underway! We are happy to announce we have worked with MnDOT and MDH to bring a national SRTS expert, Mark Fenton to our region. He will be in Madison on November 7th and 8th to show us how to conduct a neighborhood audit. All schools completing SRTS Plans will be invited to attend the neighborhood audit workshop as well as staff from other RDCs nearby.

Regional Trails Plan Update – Lindsey

Lindsey is continuing to work on updates to the Regional Trails Plan. The Steering Committee meetings have been completed and now the writing of the plan and updates to the maps are being done.

Forecast Public Art Grant - Kristi

The Regional Public Art Grant was completed in August.

Web updates - Maynard, Milan - Kristi

Kristi met with City Clerk of Milan to go over additional web changes. Maynard also requested additional changes to their website.

Meetings and Conferences

9/26	SCDP Training	Kristi & Jacki
9/26-28	MN APA Conference	Lindsey, Kristi & Jacki
10/2	VTCLI Training	Lindsey
10/3	ATP 8 Transit Meeting	Lindsey
10/4	ATP 8 Meeting	Lindsey
10/5-7	Meander 2012	Kristi
10/10	Prairie Waters	Jenifer & Kristi
10/10	Meander wrap up meeting	Kristi
10/11	Byway meeting in Redwood Falls	Kristi
10/17	ATP 4 Meeting	Lindsey
10/22-23	Statewide TZD Conference	Lindsey

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMRDC Commissioners

FROM: Dawn Hegland

DATE: September 25, 2012

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.

- Attended our RDC Economic Development Professionals meeting to hear presentations from Cam Macht (DEED) and Ben Winchester (UofMN) on new and emerging census information.
- Met with the RDC Regional Recruitment Committee and discussed next steps for the website and process.
- From our state committee of Executive Directors working on a greater MN proposal to EDA to develop a statewide rural policy document, I followed up with NADO seeking information from other states that have completed a state Comprehensive Economic Development Strategy (CEDS). NADO is collecting information on partners, budgets, RFPs and lessons learned from OK, NM, FL, AL, ID, ME, NC, TN for us. We will be meeting with EDA staff during our conference in Chicago for some more preliminary feedback and will be discussing it in detail when RDC Directors meet on Oct 4-5.
- All 10 RDC Executive Directors will be meeting for our quarterly meeting in our offices on October 4-5. Topics on the agenda include: EDA University Center, NADO Conference, NADO Elections, EDA Conference, defining RDO Strategic Issues, GIS coordination, Executive Director Strengthsfinder Results, RLF Loan Committee Code of Ethics, MAP-21 Transportation RTPO Input, RDO Planner Staff Networking, Board Training Opportunities
- Met with planners to review agency and program budgets, discuss potential projects, staff allocation, and project management processes.
- Was notified that I was NOT elected to be a member of the NADO Midwest board.
- Attended the U of M Tourism Center Advisory Committee meeting and presented recommendations for new members from the nominating committee.
- Participated in a CARTS conference planning committee meeting.
- Researched and reviewed conflict of interest policies with RDC BHAG committee.
- Solicited quotes for a new agency vehicle.
- Solicited quotes for health insurance for staff.
- Researched options for direct deposit with our bank.
- Researched and reviewed options for UMRDC Health Savings Accounts (HSA).
- Had several meetings and calls researching the Blandin Community Broadband Program. Met with LQPV School and other local partners on a potential school district wide Blandin technology application.
- Attended the YM Co Township Association meeting asking for a board member and sharing some other township related information on crash statistics, hazard mitigation, and mapping.
- Will be attending the EDA conference with Jacki in Chicago on Sept 16-18.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: September 25, 2012
RE: Board Stewardship BHAG Update

BHAG

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

Board Conflict of Interest Policy

The committee provided some feedback on a sample conflict of interest policy. RDC Executive Directors will be meeting on Oct 4-5 and sharing their policy on this issue.

Membership

The Committee reviewed and discussed the vacancies and existing board member attendance policy.

INFORMATIONAL ONLY- No Action requested

Enclosure

Board Stewardship: The RDC Commission will have 100% of the board members engaged in stewardship for the agency.				
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				
Strategy A.	Tactics	Timeline	Measurement	Accomplishments
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.	April/May 2010	A decision will be made by the board on whether to change or add any new public interest reps.	
	5. 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	
Strategy B.	Tactics	Timeline	Measurement	Accomplishments
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 years 1/2 of each BHAG committee rotates.	Every 2 years July 2010, 2012	BHAG committees met 3-5 times per year.	
	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		
	4. 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.	
	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.	Monthly	Planner update will be included each month. Provide an email version for sharing.	
	6. 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.	
	7. 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.	
Strategy C.	Tactics	Timeline	Measurement	Accomplishments
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. Review results with Chair.	Monthly		
Strategy D.	Tactics	Timeline	Measurement	Accomplishments
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			
	3.RDC rep should attend 2 city meetings in their county each year with RDC staff			

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Arlene Tilbury, Financial Officer
DATE: September 25, 2012
RE: Direct Deposit

We have received notification from Mark Thorsland of Prairie Sun Bank requesting that we send our payroll information electronically (see attached letter). Currently Prairie Sun receives our payroll information on a spreadsheet form which they then have to re-enter into their system to generate payment. Although this process has worked it is time consuming for Prairie Sun staff and the possibility of error is greater.

There is a one-time fee of \$800 to purchase the software necessary to prepare the payroll data for electronic deposit, after that it would be a \$120/year fee for updates and licensing fees. The payroll data would then be prepared in accordance with the National Automated Clearing House (NACH) procedures.

In the past two years we have voided and reissued five commissioner's payroll checks and there have been a number of times we have had several checks outstanding for a significant amount of time.

I would recommend purchasing the direct deposit software and also adding the Commissioner's payroll to the electronic payment process. I have listed a few factors leading to this recommendation.

1. Cost to stop payment on a lost check is \$25;
2. Save the cost of the checks;
3. Eliminates lost payroll checks;
4. Time savings for staff in voiding and reissuing checks and preparing all documentation necessary for a proper audit trail;
5. Eliminates outstanding checks on bank statements;
6. Eliminates staff time in contacting Commissioner's regarding outstanding payroll checks.

Staff and Commissioners will receive a copy of their payroll information listing all of the same information that is included on a paper check.

ACTION REQUESTED: For the Commission to approve the purchase of the direct deposit software and also to begin direct deposit for Commissioner's payroll effective January 1, 2013.

September 13, 2012

Upper Minnesota Valley Regional Development
323 West Schlieman Ave
Appleton, MN 56208

Attn: Dawn Hegland

Dear Dawn:

We are in process of changing how we handle our payroll processing for all of our payroll direct deposit customers. We are requesting instead of faxing or emailing payroll data, you have your payroll software create a NACH file.

Will you please consider purchasing the necessary supplement to your software program to enable a NACH file.

When the new rates for your contract are reviewed for next year, your fees will be going up. If you choose to purchase the new software the increase of fees will be less.

Thank you for considering this request.

Sincerely,

Mark Thorsland

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Jacki, Kristi & Lindsey

DATE: September 25, 2012

RE: Community Development BHAG

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

Members of the committee are:

- Heather Giese
- Scott Peterson
- Vicki Oakes
- Jeff Olson
- Gary Johnson
- Mike Thein
- Harold Solem
- Warren Rau

INFORMATIONAL ONLY- No Action requested