



Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
Helping Communities Prosper

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

**BOARD MEETING AGENDA**  
**January 28, 2014 - 6:30 PM**

**Introductions**

**Approve Agenda/Additions**

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

**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: Introduction of new staff – Randy & Melissa**

2. **Information Items**
  - a. Planner Update
  - b. Executive Director Update
  - c. New Mileage Rate
  - d. EDA Certificate of Indirect Costs
3. **Action Items**
  - a. RLF
4. **Discussion Items**
  - a.

Adjourn

Next Meeting Date: February 25, 2014

*UMVRDC Mission Statement*  
*“Enable the region to thrive through assisting local governments.”*

## **RDC BOARD MINUTES**

Upper Minnesota Valley Regional Development Commission

Appleton Civic Center - Appleton, MN

November 26, 2013

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

Board Members Absent: Scott Rixe

Staff Present: Dawn Hegland, Jenifer Fadness, Kristi Fernholz, Arlene Tilbury, Katie Kellner, Lindsey Knutson, and Jackie Sigdahl

Guests: Julie Ring, Association of MN Counties and Nancy Aagesen, Dana Cole & Co.

### **Call to Order**

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

### **Approve Agenda/Additions**

**M/S/P** –Bruce Swigerd, Jim Dahlvang made motion to approve the agenda with the addition of item 3b. Staffing.

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

- a. Approve Minutes from October 2013
- b. Approve Treasurer's Report and List of Bills for October

**M/S/P** – Brent Olson, Juanita Lauritsen made motion to accept and approve the Consent Agenda Items as follows: approval of minutes from the October meeting; approval of the October Treasurer's Report showing current expenses and current revenue along with the check listings as presented.

**Guest Speaker:** Julie Ring, Executive Director of the Association of MN Counties (AMC) was present to talk about her organization. They have five policy committees. All members have a say regardless of what level of government they serve. Ten districts around the state discussed and ranked what was most important. The AMC board of directors meets and picks priority areas based on: headline issues for counties; what has the most impact on getting things done; and what can likely happen politically (realistically) this year. The top areas for this coming year have just been defined and are as follows:

- Transportation Funding Bill
- Streamline & simplify health & human services
- Probation processing
- Workers Compensation reform
- Extended sales tax exemptions

Discussion was made on property tax. Upcoming training through AMC is the Annual conference in December and a leadership conference later this winter.

### **ROUND ROBIN DISCUSSION:**

- *Gary Hendrickx, Swift County:* Union negotiations for law enforcement have reached a 3-year deal at 1%. The first county/city meeting was held and the number one concern for the city is the library system, they would like to see it go to a federated system. County is going to a PTO system for all new hires.
- *Brent, Big Stone County:* 3% budget increase. Union negotiations have gone to mediation. Ditch issues in the northern part of the county have become a big issue.
- *Gary Johnson, Yellow Medicine County:* Approximately 65 people attended the 3 open house meetings held regarding the courthouse-considering a referendum. The cost will be \$8.9 or \$2 million. A budget increase of 3½ - 4 %. Approval was made to become part of Prairie Waters Tourism again.
- *Rusty, Big Stone County Townships:* passed
- *Brett, Dawson/Boyd Schools:* The football team will be playing in the championship game. The cross country team got 2<sup>nd</sup> at state.
- *James, Chippewa County Townships:* Roads are in decent shape. Working on a petition for a minimum maintenance road – open vs. close.
- *Jim, Chippewa County:* County ditch issues. Looking at hiring an HR person.
- *Bruce, Prairie Five CAC, Inc.:* Funding and meal site closings are big issues right now.
- *Mark, LqP County Townships:* passed
- *Jeff, LqP County Municipalities:* passed
- *Scott, YM County Municipalities:* passed
- *Juanita, Workforce Council:* Cameron Macht is taking a new position.
- *Warren, Swift County Townships:* All the new street signs have been installed
- *Debra Lee, Chippewa County Municipalities:* Phase III of the levy situation will be paid for soon. Continuing to work on the Veteran's Home.
- *Graylen, LqP County:* Recently purchased two new CAT road graters.
- *Vicki, Ortonville EDA:* passed
- *Scott R., Big Stone County Municipalities:* absent
- *Kathi, Ortonville School:* passed
- *Mike, Swift County Municipalities:* passed

### **Staff presentation:**

Dawn talked about her role as a board member on the Center for Rural Policy and Development as well as the purpose of the organization. They are a research based organization-based on issues and facts. They have an annual budget of approximately \$400,000. They have a diverse board that meets quarterly. A couple examples of research topics that were mentioned are: wastewater and drinking water as well as rural highway funding.

**2. Information Items**

- a. Planner Update - no questions/comments
- b. Executive Director Update – no questions/comments
- c. 2013 Meander Results – Kristi went over the impact results of this year’s Meander Art Crawl

**3. Action Items**

- a. FY13 Audit Presentation

**M/S/P** – Jim Dahlvang, Mark Bourne made motion to approve the FY2013 audit as presented by Nancy Aagesen of Dana Cole.

- b. Staffing Recommendations

**M/S/P** - Bruce Swigerd, Jeff Olson made motion to authorize the Executive Director to begin the advertising process for a new tourism/communications planner to replace Jenifer Fadness.

**4. Discussion Items**

- a. BHAG Committee Recap

**Board Stewardship**

Review of the 2014 goals was discussed. A survey will be conducted for ideas on board training. Orientation for new board members will continue as needed. County visits by RDC will continue on an annual basis.

**Community Development**

Review of the 2014 goals. We have exceeded our goal for a balanced budget based on the contracts we have gotten for technical assistance and grant writing. Increase relationships with the counties and cities. The group thought a forum or educational opportunity on the topic of dilapidated or vacant buildings is a good idea.

**Marketing**

Reviewed the 2014 goals. One idea is to take photos of all 37 cities by air. The RDC marketing tri-fold will be updated. The RDC website is valued as important so a professional review of the site will be made to see if there is a need for an update. We are hoping to have more involvement from the Upper Sioux Community. The city visits and city council visits continue to go well.

**Adjournment**

A motion by Jeff Olson, Mark Bourne for adjournment was made at 8:25pm.

APPROVED BY:

PREPARED BY:

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Gary Hendrickx  
RDC Chairman

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Jackie Sigdahl  
RDC Administrative Assistant

#1b

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury  
Financial Officer

DATE: January 28, 2014

RE: November 2013 Check Listing & Treasurer's Report

Attached is the treasurer's report for November 2013. On the bottom of the revenue report (page 2) I have added the current and year to date pass-thru revenue that is not included on the itemized revenue report. Pass-through items include things like payments to grants recipients; Meander and Tourism ads and special activities; Byway projects. At the end of the disbursement report (page 3) are the agency balances for the following accounts: general checking, money market, revolving loan fund, agency auto and equipment fund. Also enclosed is the check listing that lists all checks cut for the month of November 2013.

**ACTION REQUESTED:**

For the Commission to approve the attached November 2013 Treasurer's Report and the November 2013 check listing (check #17883 through 17924) as presented.

Enc.

November-13					#1b
UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
					Page 2
	FY14	Current	YR-To-DT		
	Budget				
<b>Agency Revenues</b>					
Interest	4,800	69	506		11%
Levy	274,000	45,063	45,476		17%
Miscellaneous	1,500		376		25%
Contracts/Reserve	-		-		
<b>Economic Development/EDA</b>					
EDA Planning Grant	64,628		32,314		50%
Revolving Loan Fund Admin	34,000		12,230		36%
<b>Technical Assistance</b>					
Technical Assistance Potential Contracts	<b>6,000</b>		-		0%
Swift Co Solid Waste (FY12 HH 3,500)	2,100		-		0%
Milan Comp Plan Update (FY12 HH 4,850)	250		-		0%
Safe Routes for Schools Plans	20,000		1,521		8%
Safe Routes Coordinator	41,000		-		0%
Canby Zoning Update	6,000		3,000		50%
Hazard Mitigation Updates (15,000 FY 13 HH)	35,000	9,109	13,663		39%
Safe Routes for Schools (FY13 contract)	9,000		-		0%
SMAHC Planning Grant	1,250		1,600		128%
<b>Grant Writing</b>					
Grant Writing Potential Contracts	<b>1,000</b>		-		0%
Clara City SDCP (\$4,000 FY14 HH)	4,000		-		0%
Upper Sioux Hazard Mitigation Grant App	1,000		-		0%
SHIP Grant Application	1,300		1,105		85%
<b>Grants Admin/Management</b>					
Benson SCDP (2)	708		453		64%
Dawson EDA Grant	30,000		-		0%
Granite Falls EDA Grant	30,000		-		0%
Granite Falls Overall Admin	23,000		-		0%
Benson SCDP - New	18,000	2,579	2,579		14%
Ortonville SCDP New	18,000		-		0%
<b>Transportation/MN DOT</b>					
Planning Grant (\$25,000 increase)	75,000		25,000		33%
<b>Prairie Waters</b>					
Byway Corridor Management Plan	69,690	4,500	13,037		19%
Art Crawl	28,200		-		0%
Art Crawl	46,000	5,960	29,806		65%
<b>Total Revenue</b>	<b>845,426</b>	<b>67,280</b>	<b>182,666</b>		<b>22%</b>
<b>Pass-Thru Revenue (not included above)</b>		<b>28,708</b>	<b>392,155</b>		

November-13	FY14 Budget	Current	YR-To-DT	
<b>Agency Expenses</b>				
Salaries/Fringe	602,811	40,166	214,471	36%
Commissioner's Expense				
Per Diem	12,000	1,100	2,800	23%
FICA	1,000	84	214	21%
Public Officials Ins.	5,000	(1,023)	969	19%
Meeting Expense	3,000	12	718	24%
Travel C&C	7,500	567	2,359	31%
Training	7,000		-	0%
Art Crawl/Meander	32,000	3,015	10,159	32%
Audit	13,000		-	0%
Computer Technical Assistance	10,000	588	1,862	19%
Contract for Services/Comm Dev	9,000	2,000	7,250	81%
Copy Charge/xerox lease	8,500	1,294	1,757	21%
Depreciation	11,000	829	4,951	45%
Dues/Membership	3,500		3,475	99%
Insurance	1,000	(209)	635	64%
Intern/high school student	12,000		-	0%
Legal Fees	2,000	1,035	1,035	52%
Miscellaneous/Employee Morale	4,000	34	281	7%
Office Rent	12,210	1,017	6,100	50%
Postage	6,000	215	3,494	58%
Printing/Advertising	5,000	1,307	3,473	69%
RDC Marketing Item	2,000		589	29%
Registration/Training	10,000	78	2,859	29%
Repairs/Maintenance	2,000	60	120	6%
Software GMS/GIS/General	8,000	89	3,226	40%
Sub./Publications	2,000	139	1,126	56%
Supplies	6,000	492	2,646	44%
Telephone/Internet	4,000	298	1,482	37%
Tourism Trade Shows/Ads/Byway	15,000	344	3,543	24%
Travel/Staff	25,000	842	9,558	38%
Web Hosting/Maintenance	3,500		609	17%
<b>Total Expenses</b>	<b>845,021</b>	<b>54,373</b>	<b>291,762</b>	<b>1072%</b>
	405	12,907	(109,097)	
General Checking	66,514	<b>Hedge Hog Grants</b>		20,000
Money Market	246,001	Clara City SCDP		(4,000)
Certificate of Deposit	300,000			
RLF Savings	277,681			
Agency Auto	34,135			
Equipment Fund	26,235			
			Balance	16,000
<b>UMVRDC Secretary/Treasurer</b>		<b>UMVRDC Executive Director</b>		

**NOVEMBER 2013 CHECK LISTING**

<b>Checks</b>	<b>17883</b>	<b>To</b>	<b>17924</b>		
<b>Check#</b>	<b>Check Date</b>	<b>Vendor Name</b>		<b>Check Amount</b>	<b>Description</b>
17883	11/07/2013	Advocate Tribune		546.20	2013 Meander Advertising, PW Advertising, Planner/Loan Officer Advertising
17884	11/07/2013	Appleton Hardware Inc.		15.24	Supplies
17885	11/07/2013	Association of MN Counties		100.00	Planner/Loan Officer Advertising
17886	11/07/2013	Bluestem Heritage Group		2,000.00	Invoice 4 of 6 - Interpretive Plan
17887	11/07/2013	CANBY NEWS		101.00	2013 Meander Advertising, Planner/Loan Officer Advertising
17888	11/07/2013	CHIPPEWA COUNTY AUDITOR/TREASURER		439.70	November Dental Insurance
17889	11/07/2013	CITY OF APPLETON		1,016.67	November Office Rent
17890	11/07/2013	Clara City Herald		75.00	Planner/Loan Officer Advertising
17891	11/07/2013	DAWSON SENTINEL		128.00	2013 Meander Advertising, Planner/Loan Officer Advertising
17892	11/07/2013	DONS FOOD PRIDE		12.10	Supplies
17893	11/07/2013	Federated Telephone		627.00	October Spam Filter and Computer Maintenance
17894	11/07/2013	Grants Management Systems, Inc.		100.00	Accounts Payable webinar, Service Calls
17895	11/07/2013	Mediacom LLC		228.60	Agency Telephone, PW Telephone
17896	11/07/2013	Midland Publishing & Printing Co		57.96	2013 Meander Advertising
17897	11/07/2013	NCPERS Minnesota		32.00	October Life Insurance
17898	11/07/2013	Northwest Regional Development Commission		28.26	Finance Officers Training
17899	11/07/2013	Ortonville Independent		135.00	2013 Meander Advertising
				291.20	Planner/Loan Officer Advertising
17900	11/07/2013	Ruth Keller		60.00	October Office Cleaning
17901	11/07/2013	Swift County Monitor-News		153.45	2013 Meander Advertising, Planner/Loan Officer Advertising
17902	11/07/2013	The Appleton Press		237.45	Subscription, Prepaid Subscription, 2013 Meander Advertising, Clara City SCDP Application Supplies, Planner/Loan Officer Advertising, Milan Comp Plan Report Binding
17903	11/07/2013	TMRG Broadcasting		105.00	2013 Meander Advertising
17904	11/07/2013	Watertown Public Opinion		40.09	2013 Meander Advertising
17905	11/07/2013	WEST CENTRAL TRIBUNE		112.00	2013 Meander Advertising
17906	11/07/2013	WESTERN GUARD		75.80	213 Meander Advertising, Planner/Loan Officer Advertising
17907	11/07/2013	Xerox Corporation		247.28	September Copy Charge
				1,088.18	October Copy Charge, Billable Prints
17908	11/26/2013	Buer, Brett T.		165.81	Commissioner's Payroll/Checks
17909	11/26/2013	Dahlvang, Jim		190.10	Commissioner's Payroll/Checks
17910	11/26/2013	Johnson, Gary L.		86.85	Commissioner's Payroll/Checks
17911	11/26/2013	Olson, Jeff		73.29	Commissioner's Payroll/Checks
17912	11/26/2013	Rau, Warren		121.73	Commissioner's Payroll/Checks
17913	11/26/2013	Swigerd, Bruce		71.60	Commissioner's Payroll/Checks
17914	11/15/2013	Dana F. Cole & Company LLP		27.00	November Flex Fee
17915	11/15/2013	Minnesota Public Radio		750.00	2013 Meander Advertising
17916	11/15/2013	Montevideo Publishing		111.30	2013 Meander Advertising, Planner/Loan Officer Advertising
17917	11/15/2013	Pemberton, Sorlie, Rufer & Kershner, PLLP		1,034.50	Legal Fees
17918	11/15/2013	Scarcely Ltd. Inc.		1,800.00	Benson SCDP Lead Testing
17919	11/15/2013	STAR TRIBUNE		358.00	2013 Meander Advertising
17920	11/15/2013	SWIFT COUNTY HRA		4,012.00	Benson SCDP Owner/Rental Administration
17921	11/15/2013	WESTERN GUARD		37.00	Subscription, Prepaid Subscription



17922	11/25/2013	Chase Card Services		1,391.68	Dawn CC - Equipment, Supplies, Planner/Loan Officer Advertising, Clara City SCDP application supplies
				961.50	Arlene CC - Postage, 2013 Meander Advertising
				50.95	Kristi CC - Staff Travel, Postage
				143.04	Lindsey CC - Staff Travel
				127.72	Jenifer CC - Prairie Waters Advertising
				244.90	Agency Auto
17923	11/25/2013	Independent		156.00	Subscription, Prepaid subscription
17924	11/25/2013	USAble Life		24.60	December Life Insurance
				\$ 19,992.75	
Jim Schmedeka, UMVRDC Secretary/Treasurer				Dawn Hegland, Executive Director	
Gray highlights are pass-thru expenses					

December-13					#1b
<b>UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION</b>					
<b>REVENUE &amp; EXPENSE REPORT</b>					
					Page 2
		<b>FY14</b>	<b>Current</b>	YR-To-DT	
		<b>Budget</b>			
<b>Agency Revenues</b>					
Interest		4,800	84	590	12%
Levy		274,000	80,714	126,190	46%
Miscellaneous		1,500	157	533	36%
Contracts/Reserve		-		-	
<b>Economic Development/EDA</b>				-	
EDA Planning Grant		64,628		32,314	50%
Revolving Loan Fund Admin		34,000		12,230	36%
				-	
<b>Technical Assistance</b>				-	
Technical Assistance Potential Contracts		<b>6,000</b>		-	0%
Swift Co Solid Waste (FY12 HH 3,500)		2,100		-	0%
Milan Comp Plan Update (FY12 HH 4,850)		250	252	252	101%
Safe Routes for Schools Plans		20,000	4,260	5,781	29%
Safe Routes Coordinator		41,000		-	0%
Canby Zoning Update		6,000		3,000	50%
Hazard Mitigation Updates (15,000 FY 13 HH)		35,000		13,663	39%
Safe Routes for Schools (FY13 contract)		9,000		-	0%
SMAHC Planning Grant		1,250		1,600	128%
				-	
<b>Grant Writing</b>				-	
Grant Writing Potential Contracts		<b>1,000</b>		-	0%
Clara City SDCP (\$4,000 FY14 HH)		4,000	3,000	3,000	75%
Upper Sioux Hazard Mitigation Grant App		1,000	1,000	1,000	100%
SHIP Grant Application		1,300		1,105	85%
<b>Grants Admin/Management</b>				-	
Benson SCDP (2)		708		453	64%
Dawson EDA Grant		30,000		-	0%
Granite Falls EDA Grant		30,000		-	0%
Granite Falls Overall Admin		23,000		-	0%
Benson SCDP - New		18,000		2,579	14%
Ortonville SCDP New		18,000	5,212	5,212	29%
				-	
<b>Transportation/MN DOT</b>				-	
Planning Grant (\$25,000 increase)		75,000		25,000	33%
				-	
<b>Prairie Waters</b>		69,690	11,214	24,251	35%
<b>Byway Corridor Management Plan</b>		28,200		-	0%
<b>Art Crawl</b>		46,000	3,802	33,609	73%
<b>Total Revenue</b>		845,426	109,695	292,361	35%
<b>Pass-Thru Revenue (not included above)</b>			27,048	419,202	

December-13	FY14 Budget	Current	YR-To-DT	
<b>Agency Expenses</b>				
Salaries/Fringe	602,811	35,043	249,514	41%
Commissioner's Expense				
Per Diem	12,000	950	3,750	31%
FICA	1,000	73	287	29%
Public Officials Ins.	5,000	2,228	3,196	64%
Meeting Expense	3,000	(331)	387	13%
Travel C&C	7,500	546	2,905	39%
Training	7,000		-	0%
Art Crawl/Meander	32,000	200	10,359	32%
Audit	13,000	11,783	11,783	91%
Computer Technical Assistance	10,000		1,862	19%
Contract for Services/Comm Dev	9,000	3,000	10,250	114%
Copy Charge/xerox lease	8,500	368	2,124	25%
Depreciation	11,000	829	5,780	53%
Dues/Membership	3,500		3,475	99%
Insurance	1,000	439	1,074	107%
Intern/high school student	12,000		-	0%
Legal Fees	2,000	11	1,045	52%
Miscellaneous/Employee Morale	4,000	265	546	14%
Office Rent	12,210	1,017	7,117	58%
Postage	6,000	121	3,615	60%
Printing/Advertising	5,000	3,291	6,765	135%
RDC Marketing Item	2,000		589	29%
Registration/Training	10,000	(227)	2,632	26%
Repairs/Maintenance	2,000	480	600	30%
Software GMS/GIS/General	8,000	154	3,380	42%
Sub./Publications	2,000	(20)	1,106	55%
Supplies	6,000	568	3,214	54%
Telephone/Internet	4,000	296	1,778	44%
Tourism Trade Shows/Ads/Byway	15,000	1,453	4,995	33%
Travel/Staff	25,000	970	10,528	42%
Web Hosting/Maintenance	3,500		609	17%
<b>Total Expenses</b>	<b>845,021</b>	<b>63,505</b>	<b>355,267</b>	<b>1451%</b>
	405	46,190	(62,907)	
General Checking	57,624	<b>Hedge Hog Grants</b>		20,000
Money Market	294,541	Clara City SCDP		(4,000)
Certificate of Deposit	300,000			
RLF Savings	298,240			
Agency Auto	34,631			
Equipment Fund	27,064			
			Balance	16,000
<b>UMVRDC Secretary/Treasurer</b>		<b>UMVRDC Executive Director</b>		

## DECEMBER 2013 CHECK LISTING

Checks 17883 To 17924

Check#	Check Date	Vendor Name
17925	12/06/2013	A to Z Letterpress Printing
17926	12/06/2013	Advocate Tribune
17927	12/06/2013	Appleton Oil Company
17928	12/06/2013	CANBY NEWS
17929	12/06/2013	CHIPPEWA COUNTY AUDITOR/TREASURER
17930	12/06/2013	CITY OF APPLETON
17931	12/06/2013	CULLIGAN WATER CONDITIONING
17932	12/06/2013	Dana F. Cole & Company LLP
17933	12/06/2013	DAWSON SENTINEL
17934	12/06/2013	DONS FOOD PRIDE
17935	12/06/2013	ED DAVIS BUSINESS MACHINES
17935	12/10/2013	ED DAVIS BUSINESS MACHINES
17936	12/06/2013	Federated Telephone, Inc
17937	12/06/2013	Grants Management Systems, Inc.
17938	12/06/2013	Mediacom LLC
17939	12/06/2013	NCPERS Minnesota
17940	12/06/2013	Montevideo Publishing
17941	12/06/2013	National Notary Association
17942	12/06/2013	Neva Foster
17943	12/06/2013	Ruth Keller
17944	12/06/2013	The Appleton Press
17945	12/06/2013	WESTERN GUARD
17946	12/06/2013	Xerox Corporation
17946	12/10/2013	Xerox Corporation
17947	12/13/2013	Bourne, Mark
17948	12/13/2013	Buer, Brett
17949	12/13/2013	Dahlvang, Jim
17950	12/13/2013	Johnson, Gary
17951	12/13/2013	Olson, Jeff
17952	12/13/2013	Rau, Warren
17953	12/13/2013	Swigerd, Bruce
17954	12/11/2013	LEAGUE OF MN CITIES FINANCE DEPARTMENT
17955	12/11/2013	Madison Meats
17956	12/11/2013	Xerox Corporation
17957	12/19/2013	Bluestem Heritage Group
17958	12/19/2013	Chase Card Services
17959	12/19/2013	Dana F. Cole & Company LLP
17960	12/19/2013	Employee Relations
17961	12/19/2013	Have Fun Biking
17962	12/19/2013	Minnesota Counties Intergovernmental Trust
17963	12/19/2013	Pemberton, Sorlie, Rufer & Kershner, PLLP
17964	12/19/2013	Personnel Concepts

17965	12/19/2013	PRAIRIE FIVE CAC
17966	12/24/2013	Paula Soine
17967	12/24/2013	Personnel Concepts
17968	12/24/2013	PRAIRIE FIVE CAC
17969	12/24/2013	USAble Life
17970	12/31/2013	FADNESS, JENIFER

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Jim Schmedeka, UMVRDC Secretary/Treasurer

Gray highlights are pass-thru expenses

Page 3 Treasurer's Report

<b>Check Amount</b>	<b>Description</b>
250.00	2013 Meander Fiscal Coordinator
219.60	Community Planner/Loan Officer Advertisement
35.39	Oil Change - Uplander
138.00	Community Planner/Loan Officer Advertisement
439.70	December Dental
1,016.67	December Rent
221.28	Water and cooler rental
27.00	December Flex
231.00	Community Planner/Loan Officer Advertisement
79.30	Breakfast, BHAG dinner
172.48	Paid with credit card
-172.48	Voided Check
39.00	Spam Filter
216.30	GMS Software maintenace and service, W-2s, 1099s, shipping charges
226.58	Agency Telephone, Prairie Waters Telephone
32.00	LIfe Insurance - November
71.40	Community Planner/Loan Officer Advertisement
40.00	Notary Renewal - Arlene
500.00	2013 Meander Artist Liaison
75.00	November Office Cleaning
32.29	Byway Calendar Paper
48.90	Community Planner/Loan Officer Advertisement
231.37	November Copy Charge
-231.37	Voided Check
78.37	Commissioner's Payroll/Checks
82.90	Commissioner's Payroll/Checks
78.94	Commissioner's Payroll/Checks
86.49	Commissioner's Payroll/Checks
73.29	Commissioner's Payroll/Checks
60.86	Commissioner's Payroll/Checks
71.60	Commissioner's Payroll/Checks
2,196.39	Advertising for Loan Officer, Planner, Community Development Planner
59.90	BHAG Meal
367.79	November Copy Charge
2,000.00	Interpretive Plan - Invoice 5 of 6
142.46	Dawn - Gallup Strengths Finders Testing, Staff Travel
172.48	Arlene - Supplies
48.35	Kristi - Postage
167.06	Lindsey - Staff Travel
621.93	Jenifer - Facebook Ads, Postage, Banner Creations
103.83	Agency Auto
11,783.39	FY 2013 Audit
153.25	Background check
1,500.00	2014 PW ads
7,370.00	MCIT Insurance 2013-2014
10.50	Legal Fees
123.75	MN & Federal Labor Law Postings

1,169.06	Ortonville SCDP Admin - City Contribution
250.00	Meander 2013 Facebook promotion
144.85	DOMA and EEO compliance posters
2,878.00	Ortonville SCDP Admin
22.10	January Life Insurance
579.80	Severance
<hr/>	
\$ 36,336.75	

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Dawn Hegland, Executive Director

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Dawn Hegland, Executive Director  
DATE: January 28, 2014  
RE: Board of Directors Meeting Minutes

**UMVRDC Board of Directors  
On December 19, 2013  
Appleton Civic Center**

The meeting was called to order by Chairman Hendrickx at 3:13 pm.

**M/S/P Gary Johnson, Warren Rau to approve the agenda with items 1b) Approve Marketing Coordinator Job Offer & Job Description and 1c) Office Closure During Holidays as additions.**

**ACTION ITEMS**

**1a) Approve Loan Officer Job Offer & Job Description**

The committee discussed an offer for the Loan Officer position to Randy Larson Jr. of Bellingham. He has just completed his degrees in Finance and Accounting from MN State Moorhead and is has been serving as the city clerk in Bellingham while completing his degree and several related internships. We have completed a reference check, background and credit check and have extended a job offer contingent on board approval.

He will be classified as an exempt employee at the Level IV- Step 1 Salary will be \$40,207 per year. His first day of work will be January 6.

Approve the modified “planner” job description now called “Loan Officer”. This new description outlines the responsibilities of the RLF loan fund and other financial support activities for the office but the types of characteristics are the same as a planner and they are at the same pay level as a planner. This new job description should be adopted formally by the board to guide this new position.

**M/S/P Kathi Thymian/Warren Rau to authorize the job offer to Randy Larson Jr. of the Loan Officer position at Level IV- Step 1 at \$40,207 per year and authorize the Loan Officer Job Description as presented.**

**1b) Approve Marketing Coordinator Job Offer & Job Description**

*UMVRDC Mission Statement*  
*“Enable the region to thrive through assisting local governments.”*



The committee discussed an offer for the Marketing Coordinator position to Melissa Carruth of Danvers. She has completed her degrees in Public Relations and Advertising and a minor in Business Administration from NDSU and is has been interning with Glacial Ridge Hospital in Glenwood since September.

She would be classified as an exempt employee at the Level IV- Step 1 Salary will be \$40,207 per year. Her first day of work would be January 6.

When compiling this position description we modified the “planner” job description and created a new title called “Marketing Coordinator”. This new description outlines the responsibilities of the Prairie Waters and other marketing activities for the office but the types of characteristics are the same as a planner and they are at the same pay level as a planner. This new job description should be adopted formally by the board to guide this new position.

**M/S/P Gary Johnson, Brett Buer to authorize the job offer to Melissa Carruth for the Marketing Coordinator position at Level IV- Step 1 at \$40,207 per year and authorize the Marketing Coordinator Job Description as presented.**

### **1c) Office Closure During Holidays**

The committee discussed the closure of the RDC office on Thursday 26 and Friday 27. All staff will use their personal leave time.

**M/S/P Warren Rau, Kathi Thymian to authorize the closure of the office on Thursday Dec 27 and Friday 28 and that all staff will use earned leave time on those days.**

### **INFORMATION ITEMS**

- Dawn shared that one additional job offer was extended to an entry level planner but it was turned down stating they found a different position elsewhere.
- No applications for our planner with 3-5 years' experience. Staff will continue to assess and re-evaluate our postings and qualifications.
- Jenifer's last day in the office is 12/13/13. This date was moved up by Jenifer after some conversations about final work tasks to complete and approval of leave.
- Dawn is currently monitoring a 90-day Performance Improvement Plan with Katie Kellner in our Finance Department.
- Arlene and Dawn have been reviewing comparable salary schedules to determine if our ranges for hiring were competitive. Dawn will review with the RDC executive Directors from around the state in January and will likely come back to the UMRDC and ask for some adjustments to our salary schedule.

Meeting was adjourned at 4:45pm.

### **ACTION REQUESTED:**

Approve the minutes of the December 2013 Board of Directors meeting.



Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
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## Job Description

<b>Job Title:</b>	<b>Marketing Coordinator</b>
<b>Department:</b>	Community Development
<b>Reports To:</b>	Executive Director, Division Director, Sr Planners
<b>Status:</b>	Full time, a minimum of 40 hours per week, exempt from overtime
<b>Class:</b>	IV- Planner
<b>Pay Equity Points:</b>	267
<b>Prepared By:</b>	Dawn Hegland
<b>Prepared Date:</b>	11-26-13
<b>Review:</b>	After first 6 months, then reviewed annually

### Summary

The Upper Minnesota Valley Regional Development Commission (UMVRDC) is a public agency that works for local governments and regional partners to provide planning tools and assistance to enhance our region. A board of city, county and township elected officials governs the UMVRDC. This board meets monthly to guide and direct the work of the agency and all staff.

As a Marketing Coordinator you will be responsible for the development and implementation of comprehensive communication strategies for the UMVRDC and coordinating all aspects of the regional tourism program Western Minnesota Prairie Waters. Marketing assistance in several other programs including: Minnesota River Valley Scenic Byway; Meander Art Crawl; the UMVRDC Revolving Loan Fund; UMVRDC agency marketing; various community development plans and projects.

### Essential Duties and Responsibilities

Illustrative only, other duties may be assigned.

- Develop and manage all UMVRDC marketing materials (newsletters, annual reports, blog posts, social media, email blasts, websites, promotional brochures)
- Organize and manage Prairie Waters Advisory Committee meetings.
- Develop and implement budgets.
- Research, design and implement successful agency and project communication plans.
- Develop and manage contracts with advertisers, sponsors and other partners.
- Develop editorial for print and web.
- Make presentations to individuals and groups.
- Grant writing.
- Utilize social media.
- Design graphic advertisements and publications.
- Develop techniques to measure and evaluate the effectiveness of communication strategies.
- Develop and analyze surveys.

- ❑ Partner with peers/supervisors to ensure consistent use of best communication practices.
- ❑ Create and manage complex databases.
- ❑ Use spreadsheet programs to arrange and compute numbers, organize data and create tables.
- ❑ Use computers to produce finished documents, reports, plans, and presentations.
- ❑ Make sales calls for potential project sponsors.
- ❑ Collect, analyze, compile data via phone and Internet.
- ❑ Update and manage information and design for multiple agency websites.
- ❑ Integrate new technology practices throughout agency.
- ❑ Plan, prepare and assist with conferences and meetings. Create agendas, organize and send mailings and take notes during meetings.
- ❑ Ensuring all requests for information are fulfilled.
- ❑ Assist all UMVRDC staff to develop and execute projects as requested.
- ❑ Manage bulk mail projects.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies :

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Organizer – Builds positive relationships within the region; Exhibits confidence and leadership in developing and implementing their work; Effectively influences actions and opinions of others.

Marketing- Promotes the services of the UMVRDC, contributes to agency revenue by developing and securing contracts.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Demonstrates attention to detail.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Generated creative solutions; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to:

- drive to attend meetings,
- attend night meetings regularly, and
- attend work functions where some overnight stay is required.
- Expertise with design software and website development/management **required**.
- All finalists considered will be subject to a criminal background check and credit report.

## **Education**

Related degree from four-year college or university in marketing, communications, public relations of related field; or six years related experience and/or training; or equivalent combination of education and experience.

## **Skills**

Solid verbal, presentation and written communication skills.

Understanding of and experience with communication disciplines such as public relations, advertising, marketing and graphic design.

Creative writing ability for news stories, websites, editorials.

Ability to develop strong relationships with key partners, both internal and external.

Solid project management skills and experience; ability to manage multiple priorities independently.

Give public presentations regarding projects.

Respond to requests for information. Pursue opportunities and disseminate information to the public and government officials.

Pursue professional development to further the skills needed for UMVRDC job responsibilities.

Use strong oral and written communication to collaborate, influence, and build relationships.

Work independently and as a multi-disciplinary team of 2-4 other planners.

Research, compile and analyze data and present results clearly and effectively.

Coordinate and facilitate meetings and public hearings by setting agendas, securing speakers and locations, completing public notifications, etc.

Multi-task and balance multiple projects at once.

Market RDC services and develop contracts to support the UMVRDC.

Commitment to continuous improvement in processes as well as development of self and team.

Creativity.

Excellent initiative and problem solving.

Superior computer skills with a variety of complex applications.

Organization and documentation skills.

Dependability.

Strong attention to detail.

Graphic design proficiency

Social media proficiency.

Self-organized and able to manage multiple project deadlines and production schedules

## **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **Mathematical Skills**

Ability to work with and apply mathematical concepts such as fractions, percentages, ratios, and proportions.

## **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

## **Computer Skills**

Knowledge of HTML and web-based software such as WordPress and Adobe Contribute. Graphic design proficiency in Adobe InDesign, Illustrator and Photoshop; Microsoft Office Suite; Adobe Pro; and Google Maps. Strong social media and web based skills.

## **Certificates, Licenses, Registrations**

Valid driver's license

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The UMRDC is a small office of less than 10 professional staff in a flexible, family friendly environment.

The noise level in the work environment is usually quiet. Individual offices are provided. Common space is available for meetings and group interactions



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## Job Description

<b>Job Title:</b>	Loan Officer
<b>Department:</b>	Financial
<b>Reports To:</b>	Finance Officer
<b>Status:</b>	Full time, a minimum of 40 hours a week. Exempt
<b>Class:</b>	IV
<b>Prepared By:</b>	Dawn Hegland
<b>Prepared Date:</b>	10-22-13
<b>Review:</b>	After first 6 months, then annually

### Summary

Primarily responsible for administering a U.S. Department of Commerce Economic Development Administration (EDA) funded business loan program. Assisting with various accounting activities as needed.

### Essential Duties and Responsibilities

This position includes the following duties but other duties may be assigned.

#### **Loan Management**

- Promote the RLF program within the region contacting bankers and lenders within the region;
- Work with applicants to complete the application;
- Work with loan borrowers on loan modification requests;
- Analyzes applicant's financial status, credit, and property evaluation to determine feasibility of granting loan;
- Ensures loan agreements are complete and accurate according to policy;
- Prepare RLF board packets and attend board meetings to present loan applications to the board for review and board action;
- Schedule closing and coordinate information necessary for the attorney to ensure all closing documents are in order and ready for closing;
- Process loan payments each month and provide the board with a report on repayments and bank balances;
- Prepare amortization schedules;
- Prepares or secures the preparation of documents for loan transactions, including but not limited to: purchase agreements, addendum, amendments, inter-creditor agreements, subordinations, satisfactions, mortgages, promissory notes, etc. Review such documents for accuracy and seek legal counsel as necessary;
- Manage loan advisory committee meetings, processes and membership;
- Work with applicants to complete the application and get all relevant materials for distribution to the loan board;



- Notify applicant of board decision and if the loan is successful, schedule closing and coordinate information necessary for the attorney to ensure all closing documents are in order and ready for closing;
- Attend RDC meetings to present approved applications for final approval;
- Ensure that the loan *portfolio* meets all EDA requirements;
- Prepare and submit all required reports to EDA;
- Ensure that the RLF Plan is updated per EDA's requirements;
- Work with loan borrowers on loan modification requests;
- Update the RLF Master Spreadsheet with applicable information;
- Set up loans files with complete set of information and enter the loan in the software to track all loan activity;
- File and maintain UCC renewals, balloon payments, mortgage filings and satisfactions;
- Arranges for maintenance and liquidation of delinquent property;
- Negotiates payment arrangements with customers for delinquent loan balance.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and within budget.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively;

Able to read and interpret written information.

- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Change Management - Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change.
- Delegation - Delegates work assignments when appropriate; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organizational goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Work Management – Ability to frequently multitask and prioritize work.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, the following requirements apply.

### **Other Requirements**

- 2 years' of Business Banking or Commercial Lending experience.
- Knowledge of generally accepted loan processing procedures.
- Strong understanding of accounting principles and procedures; Knowledge of basic government accounting principles and methodologies a plus.
- Must have basic knowledge of loan management software.
- Valid driver's license.
- Some overnight travel necessary.
- Some evening and early morning meetings required.
- Interest in pursuing additional training and professional certifications.
- All finalists considered will be subject to a criminal background check and credit report.

## **Education and/or Experience**

Related 4-year degree in Accounting, Finance, Business Administration *preferred* and two years 2 years' of Business Banking or Commercial Lending experience *preferred*.

The Commission, however, reserves the right to waive any of the proceeding requirements in the event that an applicant demonstrates that he/she has extraordinary amounts of work experience or education relating to the position.

## **Language Skills**

Ability to read, analyze, and interpret technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information to groups.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Mathematical Skills**

Ability to work with and apply mathematical concepts such as fractions, percentages, ratios, and proportions.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of accounting software; payroll systems; loan management software; and excellent Microsoft Excel and Word skills.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

The UMVRDC is a small office of less than 10 professional staff in a flexible, family friendly environment.

The noise level in the work environment is usually quiet. Individual offices are provided. Common space is available for meetings and group interactions

## **Other**

The UMVRDC and employee's have an employee relationship known as employment-at-will. This means that either the UMVRDC or an employee has the right to terminate the employment relationship at any time for any reason not prohibited by law.

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related job duties as assigned by the Executive Director.

The employee is expected to comply with established office, administrative, and personnel policies.

The UMVRDC reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

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## Employee Acknowledgement

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Date

**INFORMATION MEMO**

TO: UMRDC Commissioners

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

DATE: January 28, 2014

RE: **Planner Update**

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

**Hedgehog Grants:**

FY14 Hedgehog Funds Available: \$ 20,000

**Funds Awarded**

No funds awarded yet in FY14

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

The Clara City SCDP pre-application was classified as marginally competitive by DEED. DEED has three categories: competitive, marginally competitive and not competitive. Pre-applications that are not competitive are not recommended for the full application. Marginally competitive pre-applications are invited to fill out the full app with changes.

**Swift County Solid Waste Plan - Kristi**

The Swift County Solid Waste Plan is complete.

**Canby Zoning Ordinance Update – Lindsey**

Lindsey is working on Canby's Zoning Ordinance update and is working with the City to schedule the first meeting to review the proposed outline of the update.

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

The steering committee met in December and January to discuss new artists and the workplan for 2014.

**Hazard Mitigation – Kristi**

An initial meeting with Chippewa County Emergency managers was held in December to discuss first steps.

**Revolving Loan Fund – Dawn and Randy**

As of December 31st, about \$618,000 is available for lending. Currently, there are a couple of loan applications being reviewed.

Randy Larson was hired as the new loan officer and started January 6<sup>th</sup>.

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

The byway met in January to review the interpretive plan. The membership and calendars were mailed out in January.

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

The Prairie Waters board met December 6<sup>th</sup> to approve the 2014 workplan and budget. Canby did decide to become a member of Prairie Waters in 2014.

Ads have been placed in Have Fun Biking, Explore Southern Minnesota Guide as well as other magazines. Prairie Waters is also taking part in Field Trips Libraries, a program that reaches out to schools, homeschoolers and other groups that would take groups of students on educational field trips.

Melissa Carruth was hired to replace Jenifer and started January 6th.

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

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

The Appleton, Benson, Dawson, Granite Falls and Madison SRTS Plans are complete. They have been printed and bound and distributed to the schools. They are all available on the [UMVRDC website](#). The Montevideo and Clarkfield plans are underway. The latest SRTS planning grant solicitation closes at the end of the month. Lindsey has talked with several perspective schools about applying for planning grants, but no one has committed yet.

### **Transportation Alternatives Program (TAP) - Lindsey**

Full TAP applications are due February 1<sup>st</sup>. No communities within Region 6W have applied for TAP funding this year.

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

The City has been given permission to advertise for bids and will conduct bid opening January 23<sup>rd</sup>.

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

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

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

### **Contracts active in FY14**

Swift County Solid Waste Plan

Milan Comp Plan Update

Dawson EDA Grant

Granite Falls EDA Grant

Big Stone HM

Chippewa HM

Yellow Medicine HM

Canby Zoning Ordinance Update

Safe Routes to School Plans 1 (MnDOT)

Safe Routes to School Plans 2 (MnDOT)

SRTS Implementation (MnDOT)

### **Anticipated Completion**

Complete

Complete

February 2016

March 2016

April 2016

April 2016

April 2016

August 2014

December 2013

October 2014

October 2015

**INFORMATIONAL ONLY- No Action requested**

**INFORMATION MEMO**

TO: UMRDC Commissioners  
FROM: Dawn Hegland  
DATE: January 28, 2014  
RE: Director's Report

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

- Completed exit interview and program status update meetings with Jenifer Fadness.
- Completed background and reference check and hiring procedures for 2 new staff.
- Organized offices, workplan, files, and orientation manual for new employees.
- Application review for planners positions. We have 2 interviews set up for the week of the RDC meeting and another 2 pending confirmation. No applications have been received for the economic development planner position.
- RLF- 4 larger potential loan requests have taken up significant time. I drew on the expertise and advice of some other RDC's and to the bankers on our RLF loan board to help review loan applications and scenarios. Randy has been in on a variety of these RLF loan meetings in the short time he has been here.
- Mentoring new staff.
- Completing a salary survey of RDCs across the state.
- Part of a committee with MnDOT who is looking to contract with RDCs to develop priority project lists for the new Transportation Alternatives program.
- Connecting with RDC Executive Directors about the plans to develop a Greater MN Economic Development Strategy with significant funding from several of the large private foundations in MN.

**INFORMATIONAL ONLY- No Action requested**



**INFORMATION MEMO**

TO: UMRDC Commissioners  
FROM: Arlene Tilbury, Finance Director  
DATE: January 28, 2014  
RE: 2014 Mileage

The Internal Revenue Service issued the 2014 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business. Beginning on Jan. 1, 2014, the standard mileage rates for the use of a car will be 56 cents per mile.

**INFORMATIONAL ONLY- No Action requested**

**INFORMATIONAL MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury  
Financial Officer

DATE: January 28, 2014

RE: Certificate of Indirect Costs

Each year, we complete an indirect cost plan for the upcoming fiscal year and it is certificated at the annual meeting. In our application for our Economic Development Administration (EDA) planning grant renewal, currently for 3 years, we submit our most recent indirect cost plan in its entirety.

EDA also requires us to submit a Certificate of Indirect Costs to the U.S. Department of Commerce using a template provided by the EDA. The format for the template is slightly different than the format of the certificate used in our indirect cost plan, but the information included is directly from our indirect cost plan. Future certificates will be prepared using this template, so the certificate approved at the annual meeting will be the one submitted to the U.S. Department of Commerce. In the interim, we have completed and submitted the attached certifications.

I have attached the Certificate of Indirect Costs for FY13 and FY14 that were submitted to the U.S. Department of Commerce and also copies of the RDC's certification for your review.

**INFORMATIONAL ONLY- No Action requested**

EDA  
FY13

**U.S. Department of Commerce**  
Office of Acquisition Management & Financial Assistance  
1401 Constitution Ave., Performance & National Programs Division Room 71030  
Washington, DC 20230  
Attention Philip Saputo - Indirect Cost Program Officer – psaputo@eda.gov

**CERTIFICATE OF INDIRECT COSTS**

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

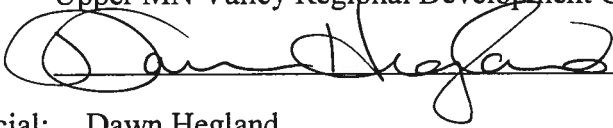
(1) All costs included in this proposal on July 24, 2012 to establish budgeted (billing) indirect costs rates for July 1, 2012 through June 30, 2013 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A 87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

(3) The indirect cost rate(s) calculated within the proposal are Indirect cost rate of \$25.58 per hour and a Release time rate of 51.29% and Fringe rate of 27.87%, which were calculated using an indirect cost rate base type of hours, leave and fringe as applicable. Indirect costs will be allocated to the program units on the basis of an hourly rate obtained when the total cost pool is divided by the total number of hours worked. The total hours worked in each program will then be multiplied by the above hourly rate to allocate the cost pool to each program unit. The costs will be allocated to the program units monthly at the actual cumulative rate as calculated in the automated accounting system. The calculations were based on actual costs from fiscal year 2012, to obtain a federal indirect cost bill rate for fiscal year 2013.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 use 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: Upper MN Valley Regional Development Commission

Signature: 

Name of Authorized Official: Dawn Hegland

Title: Executive Director

Date of Execution: 12/10/13

RDC  
FY13

CERTIFICATION

This is to certify that:

I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief the following is true and accurate:

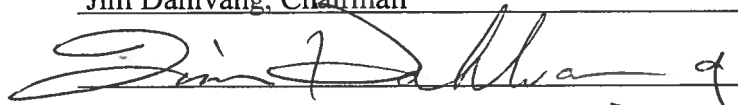
1. All costs included in the proposal dated 7-24-2012 to establish billing or final indirect cost rates for the period 7-01-12 through 6-30-13 are allowable in accordance with the requirements of the grant(s), contract(s), and/or cooperative agreement(s) to which they apply and the applicable federal cost principles specified below. *(Please check federal cost principle applicable.)*
  - Circular A-87, Cost Principles for State, Local and Indian Tribal Governments
  - Circular A-122, Cost Principles for Nonprofit Organizations
  - Federal Acquisitions Regulations (FAR), Part 31, Contract Cost Principles and Procedures
2. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
3. This proposal complies with the requirements and standards on lobbying costs for Circular A- 122 or FAT4 Part 3 1, where such cost principles are applicable to the award(s).
4. All costs included in this proposal are properly allocable to federal awards on the basis of a beneficial or causal relationship between expenses incurred and the agreements to which they are allocated in accordance with the applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any significant accounting changes affecting the indirect cost rate.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.) the False Claims Act (18 USC 287 and 31 USC 37291), the False Statement Act (18 USC 1001), I declare that, to the best of my knowledge, the foregoing is true and correct.

Authorized Official:

Jim Dahlvang, Chairman

Signature:



Organization:

Upper Minnesota Valley Regional Development Commission

Date:

July 24, 2012

EDA  
FY14

**U.S. Department of Commerce**  
Office of Acquisition Management & Financial Assistance  
1401 Constitution Ave., Performance & National Programs Division Room 7103  
Washington, DC 20230  
Attention Philip Saputo - Indirect Cost Program Officer – psaputo@eda.gov

**CERTIFICATE OF INDIRECT COSTS**

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal on July 23, 2013 to establish budgeted (billing) indirect costs rates for July 1, 2013 through June 30, 2014 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A 87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

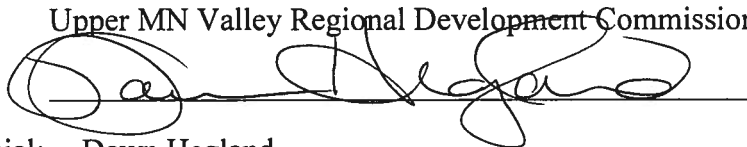
(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

(3) The indirect cost rate(s) calculated within the proposal are Indirect cost rate of \$19.59 per hour and a Release time rate of 52.18% and Fringe rate of 26.85%, which were calculated using an indirect cost rate base type of hours, leave and fringe as applicable. Indirect costs will be allocated to the program units on the basis of an hourly rate obtained when the total cost pool is divided by the total number of hours worked. The total hours worked in each program will then be multiplied by the above hourly rate to allocate the cost pool to each program unit. The costs will be allocated to the program units monthly at the actual cumulative rate as calculated in the automated accounting system. The calculations were based on actual costs from fiscal year 2013, to obtain a federal indirect cost bill rate for fiscal year 2014.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 use 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: Upper MN Valley Regional Development Commission

Signature:



Name of Authorized Official: Dawn Hegland

Title: Executive Director

Date of Execution: 12/10/13

RDC  
FY14

CERTIFICATION

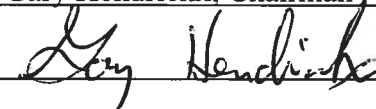
This is to certify that:

I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief the following is true and accurate:

1. All costs included in the proposal dated 7-23-2013 to establish billing or final indirect cost rates for the period 7-01-13 through 6-30-14 are allowable in accordance with the requirements of the grant(s), contract(s), and/or cooperative agreement(s) to which they apply and the applicable federal cost principles specified below. *(Please check federal cost principle applicable.)*
  - Circular A-87, Cost Principles for State, Local and Indian Tribal Governments
  - Circular A-122, Cost Principles for Nonprofit Organizations
  - Federal Acquisitions Regulations (FAR), Part 31, Contract Cost Principles and Procedures
2. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
3. This proposal complies with the requirements and standards on lobbying costs for Circular A- 122 or FAT4 Part 3 1, where such cost principles are applicable to the award(s).
4. All costs included in this proposal are properly allocable to federal awards on the basis of a beneficial or causal relationship between expenses incurred and the agreements to which they are allocated in accordance with the applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any significant accounting changes affecting the indirect cost rate.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.) the False Claims Act (18 USC 287 and 31 USC 37291), the False Statement Act (18 USC 1001), I declare that, to the best of my knowledge, the foregoing is true and correct.

Authorized Official: Gary Hendrickx, Chairman

Signature: 

Organization: Upper Minnesota Valley Regional Development Commission

Date: 7/23/2013

**ACTION MEMO**

TO: UMVRDC Commissioners

FROM: Dawn Hegland, Executive Director and Randy Larson, Loan Officer

DATE: January 28, 2014

RE: Loan Advisory Board Recommendations

On January 13<sup>th</sup>, the loan advisory board considered a loan request from Carlson Manufacturing in the amount of \$100,000. This loan will be utilized to expand their business into Benson by purchasing a piece of laser cutting equipment (primarily the automation portion). Carlson Manufacturing of Kerkhoven is expanding its business (machining, both turning and milling with manual and CNC machines, fabrication, laser cutting, punching, bending, and welding). The company has been a vendor for a variety of local and national customers, some well-known to us and others not as well-known (i.e. AGCO, Case-IH, Deere, Caterpillar, DODGE, GM, Polaris, etc.). The overall project is an expansion of the business that is currently located in Kerkhoven, MN. This expansion includes the purchase of a foreclosed building located on the outside edge of Benson, MN where they will handle larger pieces of manufacturing utilizing the new laser and other automated equipment they are placing in this location. There will not be any relocation of jobs from the Kerkhoven facility.

See the attached Loan Application Review Sheet for more information on the project.

**Action Requested:**

*For the board to approve a \$100,000 loan at 4% amortized over 10 years to Carlson Manufacturing for a piece of laser cutting equipment (primarily the automation portion) with a shared 1<sup>st</sup> position on the equipment with Benson EDA and Swift County RLF, contingent on the same action being taken by all lender. This funding is not dependent on receiving additional funding that the borrower is applying for through Agralite Cooperative for robotic welding equipment.*