



**August 23, 2018  
Commission Meeting 6:00 P.M.  
Sourcewell, Staples, MN**

**TENTATIVE AGENDA**

**Meeting Objectives:** Be informed of regional updates.

**Call to order:** Chair, David A. Anderson

**Pledge to the Flag**

**Region Five Mission Statement:** Chair, David A. Anderson

*The mission of Region Five Development Commission is to enhance the vitality and quality of life in Cass, Crow Wing, Morrison, Todd and Wadena counties.*

**Roll Call:** Secretary

**Getting to know you!** What's your favorite restaurant in the region OR what's your favorite meal at a restaurant in the region?

**Approve Agenda** (*motion required*)

**Consent Calendar**

- a. Approval of June 2017 Commission Meeting Minutes(*motion required*).....pg. 1,2
- b. Review of the July Board Meeting Minutes (*no action required, just review*) .....pg. 3, 4
- c. Approval of Accounts payable (*motion required*) .....Handout

**Chairperson's Report –**

- a. Approval of recommended ISTS Loans (*motion required*).....pg. 5

**Staff Reports – Cheryal Lee Hills**

- a. Review of current staff initiatives.....pg. 6-12

**Evaluation:**

- a. Commission Attendance and Evaluation Results .....pg. 13, 14
- b. Evaluation, fill out and turn in .....Handout

## **Other Business**

Next meeting is September 27<sup>th</sup> 6pm at Sourcewell, Staples

## **Adjourn**

### **R5DC's Shared Meeting Commitment**

1. *Show up/Come prepared*
2. *Stick to the agenda*
3. *Everyone speaks, everyone listens*
4. *Enforce core values on staff and each other*
5. *Share your meeting expectations*
6. *Share your appetite for risk*
7. *Discussion is candid, open, forthright*
8. *Diverse opinions are respected: "we agree to disagree"*
9. *Meeting discussions are confidential: what gets shared with the others is agreed upon by the group*
10. *Individual group members speak about, but not for, R5DC*



**Region Five Development Commission**

**June 2018 Commission Meeting Minutes**

**Public Hearing 6:00**

**Commission meeting 6:15**

**Sourcewell/NJPA, Staples, MN**

**Members present:** David A. Anderson, Rosemary Franzen, John Benson, Chuck Parins, Erich Heppner, Murlyn Kreklau, Jan Lambert, Diane Jacobson, Greg Blaine, Matthew Erickson, Rollie Johnson, Sharon Ballou, Julie Polak Alex Weego, Kevin Egan,

**Members absent:** Duane Ruona, Jill Abbott, Sheldon Monson Craig Nathan, Bob Kangas, Paul Neiman Jr, Barb Becker, Tom Lillehei, Curt Johnson

**Staff present:** Dawn Espe, Staci Headley, Sandy Voigt, Tad Erickson, Alex Hanson, Nichole Larson, Cheryal Hills

**Public Hearing:** The public hearing was called to order at 6:00 pm by Chair David A. Anderson. Asked for public comment, no "public" in attendance.

**Motion by Commissioner Ballou, second by Commissioner Egan to close the public hearing at 6:07. Motion approved.**

**Meeting Call to Order:** The meeting was called to order at 6:07 pm by Chair, David A. Anderson.

**Roll Call – David A. Anderson**

**Motion by Commissioner Lambert, second by Commissioner Parins to approve the agenda. Motion carried.**

**Motion by Commissioner Franzen, second by Commissioner Lambert to approve the May 2018 Commission meeting minutes. Motion carried.**

**Motion by Commissioner Weego, second by Commissioner Benson to approve the May Balance Sheet, Income Statement and Accounts Payable. Motion carried.**

**Chairperson's Report – David A. Anderson**

**Motion by Commissioner Egan, second by Commissioner Lambert to approve recommended ISTS Loans. Motion carried.**

**Motion by Commissioner Ballou, second by Commissioner Parins to approve resolution #18-13, 2018 Tax Levy. Motion carried**

**Motion by Commissioner Egan, second by Commissioner Benson to approve the FY2019 Work Plan. Motion carried.**

**Executive Director's Report**

**Motion by Commissioner Heppner, second by Commissioner Franzen to approve IDI at strategic planning meeting. Motion carried.**

**Motion made by Commissioner Lambert, second by Commissioner Ballou to adjourn the meeting at 6:55 p.m. Motion carried.**

**Next commission meeting:**

August 23, 2018 6:00 p.m.

Sourcewell/NJPA, Staples

Respectfully submitted by Staci Headley for:

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David A. Anderson, Chair

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Jill Abbott, Secretary



**Region Five Development Commission**

**July 23, 2018 Executive Board Meeting Minutes**

**Members present:** David Anderson, Erich Heppner, Rosemary Franzen, John Benson, Rollie Johnson

**Member absent:** Jill Abbott

**Staff present:** Cheryal Lee Hills, Staci Headley, Alex Lisson

**Call to Order:** The meeting was called to order at 10:05 a.m. by Chairman David A. Anderson.

**Roll Call:** David Anderson

**Motion by Commissioner Franzen, second by Commissioner R. Johnson to approve the agenda. Motion carried.**

**Motion by Commissioner Franzen, second by Chairman Anderson to approve the November 2017 Board Meeting Minutes. Motion carried.**

**Consent Calendar: Motion by Commissioner Franzen, second by Commissioner Benson to approve July 2018 Accounts payable. Motion carried**

**Motion by Commissioner Franzen, second by Commissioner Benson to approve resolution #18-14 – Resolution for Account Signers. Motion carried.**

**Motion by Commissioner Benson, second by Commissioner R Johnson to approve hiring Angela Anderson as Regional Development Planner – Communication Specialist. Motion carried.**

**Motion by Commissioner Benson, second by Commissioner Franzen to approve VOIGT contract. Motion carried**

**Motion by Commissioner Benson, second by Commissioner Franzen to approve agreement with AEM not to exceed \$25,000 for technical advising contract. Motion carried.**

**Motion by Commissioner Franzen, second by Heppner to approve hiring Regional Business Specialist. Motion carried.**

**Motion by Commissioner Heppner, second by Commissioner Franzen to approve the proposed staffing finance plan. Motion carried.**

**Chairperson's Report**

**Executive Director's Report –Cheryal Lee Hills**

- Review of several current staff initiatives

**Motion was made by Commissioner Benson, second by Commissioner Franzen to adjourn the meeting at 11:30 p.m. Motion carried.**

Respectfully submitted by Staci Headley for:

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David A Anderson, Chair

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Jill Abbott, Secretary

# NCEDA

NORTH CENTRAL ECONOMIC DEVELOPMENT ASSOCIATION  
a Program of Region Five Development Commission

## Memo

To: Region Five Development Commissioners

From: Sandy Voigt, Regional Business Specialist

Date: July 18, 2018

Re: ISTS Loan Approval

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The NCEDA Loan Board met July 12, 2018. The NCEDA Loan Board recommends the following ISTS/HWWS loan applications for your approval:

#386-01-01	\$10,00.00	ISTS-Cass County-not eligible for grant
#387-01-01	\$4,958.00	ISTS-Wadena County-not eligible for grant
#388-01-01	\$5,200.00	DENIED-ISTS-Cass County



# R5DC STAFF REPORT AUG 2018

 218.894.3233

 [www.regionfive.org](http://www.regionfive.org)

 200 1st Street NE Suite 2

Staples, MN 56479





**Cheryal Hills**  
Executive Director



## GENERAL NEWS

### Financial

#### Progress: (recently awarded)

McKnight award of \$150,000.00 - for ArtCarts aligned with Mobile Market. Hills pitched, Sprout is recipient, no resolution needed, \$18-\$20K to R5DC via contract w/ Sprout.

Bush - Community Creative Cohort #2 - we wrote, R5DC is applicant - \$100,000. over 3 years (40/30/30) all to R5DC for "learning how arts/culture solve problems"

#### Pending: (applied & waiting for response)

USDA Community Food Project Competitive Grant Program (CFPCGP) - Mobile Market application - we wrote, 3 yr project, \$321,000 ap - \$99,000 to R5DC, NCEDA applicant no resolution needed. Know in September 2018.

USDA Socially Disadvantaged Group Grants for Food Co-op TA - we wrote, Sprout is applicant no resolution needed. \$27,050.00 to R5DC, 1 yr grant. lots of partners, total \$123,000. ap - know in fall if awarded.

Otto Bremer - Mobile Market Placemaking Project - Sprout wrote, Sprout is applicant no resolution needed, \$9k to R5DC if funded, total \$81,400 ap. - know soon

#### Potential: pursuing ideas/partners: (NOT yet crafting applications)

- Broadband placemaking approach/funding - outreach to legislators. (w/staci)
- Broadband lending - maybe USDA RDBG (w/stephanie)
- National Veteran Intermediary - NVI, maybe \$2k grant
- RX Opioid CSA - OR - planning grant. We will do one, not sure yet which one.
- Volkswagen - MPCA grant for EV Stations at Solar School sites
- USDA Food LINK conversations - maybe new TA funding for local food value chain coordinator, more WealthWorks

#### Possible: (crafting applications)

Mn Dept of Ag - GFAF for Food Co-op TA - unsure of submission month (2018)

SourceWell - Regional Yellow Ribbon program - submit spring 2019

USDA - Grower Veteran Program AgVET - submit fall 2018

#### Denied:

NWAF mentor for Welcoming Communities

### Outreach/Communication

Tons of new outreach and more to come, see copies of press release in packet

Visits to projects in Crosby and Sebeka this month

New introductions: Harry C. Boyte and Marie Strom and Dr.Paul Ruffin.

### Personnel/Supervision/Admin. (Staff/Commission)

Moment of silence for the loss of Paul Nieman.

Nicky Larson and Sandy Voigt resignations - TA agreements with both

Welcome Angela Anderson, Stephanie Barney and Matt Kallroos to the team

### Program Development/Implementation

- Solar Schools -DONE with all the contracts, first draw received
- RTCC - Regional Transportation Coordination Council - planning grant
- Welcoming Communities - need to identify cities

### Current Board/Council/Committee Commitments

- Local: Happy Dancing Turtle (resigned after 10 years of service)
- SPROUT MN, Central Lakes College Advisory council, County Administrators meetings
- Ongoing quarterly meetings with County Administrators, Initiative Foundation and SourceWell
- State: MADDO, RED Group - Process Design Team
- National: WealthWorks Hub Network

### Resilient Region Regional Planning

- October 15, 2018



**Alex Lisson**  
Controller



### **R5DC Financials**

- Bank Reconciliations
- Accounts Payable
- Commission ACH
- Banking – Weekly Deposits
- ISTS Administration Report
- Fiscal Year End Close
- Audit Prep
- Audit Field Work 08/20/18-08/22/18

### **R5DC**

#### **Monthly/Quarterly Reporting/Billings**

- EDA Planning Grant
- MnDOT – Transportation
- ISTS – Septic Systems Administration
- SRTS – Safe Routes to School

### **NCEDA Financials**

- Accounts Payable
- Bank Reconciliations
- Loan Reconciliations
- Fiscal Year End Close
- Banking – Weekly Deposits
- Available to Lend
- Risk Rating
- Audit Field Work 08/20/18-08/22/18

### **NCEDA**

#### **Monthly/Quarterly Reporting/Billings**

- USDA Micro Payment & Reporting
- DEED ELP Payment & Reporting
- USDA Micro TA & Reporting

#### **Loan Processing**

(EDA/RLF, USDA/Micro, USDA/HWWS, MN Dept of Ag/ISTS)

- Loan Payments
- ACH Requests
- Late Payer Notices
- Loan Modifications/Requests

#### **Payroll (Semi-Monthly)**

- Payroll Processing
- Employee Expense Reimbursements
- Payroll Deposits
- Quarterly Reporting





**Tad Erickson**  
Senior Regional Development Planner  
Transportation



## Transportation

### Transportation Advisory Council (TAC)

At the August TAC meeting, the TAC heard a presentation from MnDOT’s office of Rail Safety regarding at grade rail crossings, Crude oil transport and upcoming programs. Additionally, the TAC soliciting nominations from the Mille Lacs Band of Ojibwe to fill the Tribal seat on the TAC. Furthermore, the TAC is preparing for the 2023 Surface Transportation Block Grant (STBG) program and the Transportation Alternatives solicitation which begins in about a month and a half.

### Safe Routes to School (SRTS)

The LP SRTS plan is complete and is currently being printed. Hardcopies of the plan will be provided to the city and school along with electronic copies. The community of Long Prairie, the school district, and particularly the planning team are to be congratulated on completing their plan. Next steps: Implementation!

### Regional Transportation Coordinating Council (RTCC)

Staff facilitated a stakeholder meeting to begin the planning for the Regional Transportation Coordinating Council (RTCC). This meeting provided an overview of the program and previewed four items that the stakeholders will take formal action on in September. These items include:

1. Structure of RTCC: At the meeting we discussed the possibility of the RTCC as a council/extension of the Region Five Development Commission (similar to the Transportation Advisory Council (TAC) structure.
2. Confirm definition of the Region: At the meeting we discussed the definition of the region as – Cass, Crow Wing, Morrison, Todd, and Wadena Counties (consistent with the MACSSA regions/map
3. Approval of the Public Participation Plan: Staff provided details on this at the meeting. See attached timeline/public participation plan.
4. Determine the implementation lead organization: The implementation lead organization would staff the RTCC beginning in year 2 (after the planning year)

### MADO Transportation Planners Meeting

Staff attended and participated in the quarterly MADO Transportation Planners meeting which was held in Fergus Falls. Each of the planners from across the state serve on various MnDOT committees and one purpose of these meetings is to update the group on committee activities. Region Five staff currently sits on the following committees:

- Greeter MN Mobility Study
- MN Transit Association. MPTA Project Advisory Committee

## Community Development

### Comprehensive Planning

*With Staples and Crosslake Comprehensive plans completed, staff is working very closely with SourceWell staff to roll out comprehensive planning in the following communities:*

**Brainerd:** The July steering committee meeting was held at the Shop “Youth defined space” in Brainerd to engage Brainerd youth “where they were”, in their space, and on to understand their needs. Eleven youth were present and fielded dozens of questions from the steering committee. Questions ranged widely, as did emotions as the committee heard firsthand the experiences of the at-risk youth.

The steering committee is administering a community survey which remains open until September 16<sup>th</sup>. Next steps include update presentations to both the city council and the planning commission as well as the next Steering Committee meeting on September 20<sup>th</sup>.

**Breezy Point:** Staff met with city staff to discuss preliminary planning.

### One Watershed- One Plan

Staff continues to facilitate the Pine River, One Watershed, One plan Advisory Committee. The committee has developed a comprehensive list of issues facing the watershed, a prioritized list of issues, issue statements and an overall vision statement. Next steps include a check in with the Policy Committee and beginning to develop goals and policies.





**Staci Headley**  
Regional Development Planner



### Commission/Marketing

- Training Angela on commission packet process
- Training Angela on external marketing/communications

### Yellow Ribbon

- Meetings with CVSO's & Building Military Healthy Communities on development of a Regional Yellow Ribbon
- Preparation of startup of Military Kids Club in select elementary schools – collaboration with Northern Pines, Crow Wing Energized & ISD 181
- Planning prep for the dedication of MN Power sponsored YR forest – October 20

### RTCC

- Stakeholder meeting 7/18

### AgVet

- Significant communication, data collection and pre-work being completed with our partners in preparation for the release of the RFA for the AgVet application. Will be available in the fall.



### Children's Museum

- Final in-person meeting held 8/2. Discussion of engagement platforms, possible exhibits, program ideas, milestones to be accomplished, and collection of feedback. Conference call in September

### Broadband

- Convening of stakeholders to discuss regional broadband initiatives
- Boarder to Boarder Broadband conference: October 23-24, Maddens

### Childcare

- Meetings with Little Falls school district to discuss their initiatives to address the childcare challenges
- Community meeting to address the childcare crisis in Todd County – August 16, Clarissa, MN

### HR

- Learning HR duties/responsibilities
- Orientation of new staff



**Dawn Espe**  
Senior Regional Development Planner



### EDA and CREDS

- Vital Projects 2018- received 5 projects to date.
- Continuing to look for projects that fit the goals and strategies in our CREDS.
- Quarterly conference call
- Be sure to check R5DC Facebook page for latest EDA programs, grant opportunities and workshops
- Prepping for the October EDD Meeting, as well as the 2018 CREDS update

### USDA

**Crowdfunding:** Three campaigns were run during the month of June. Each had various degrees of success.

**Downtown Brainerd:** creative placemaking projects in downtown during road construction. Raised \$8370, which supported 4 events in downtown Brainerd in July and August.

**Sprout Mobile Market:** bringing food/veggies/local products to areas that don't have access. Raised \$7147, which will be used to retrofit truck into a mobile market.

**Kids Against Hunger:** truck to expand their packing business to offsite locations. Raised \$126.

**MNstarter:** meeting in August to dig into lessons learned, what worked well, what could we do differently, etc. We will be updating training materials at that time and discuss future of the portal & campaign offerings in the region.

### Wealthworks

Submitted quarterly report to USDA, trained Alex on the process. Participated in monthly WW Peer Conference call and share our work on social crowdfunding.

### Outreach/ Personal Development

- Sourcewell Innovation Funding
- Conducted interviews for Communications/Marketing, Business Loan Developer and Regional Planner
- Staff Development Day- team building activities
- Friends in the Field Meeting- Welcoming Communities Topic
- MADO Quarterly Meeting- discussed DevelopMN, dashboard, EDA programs
- Food Coalition Meeting
- Sector Partnerships for Workforce Solutions

### Regional Branding Project –The Good Life

Handing this over to Angela. She will work with Golden Shovel to maintain the website, marketing and promotion of the brand, highlighting regional success stories, etc. She is always looking for great stories - please share these with her!

### The Good Life...FOR ALL!

- Completed IDI Training to be a Qualified Assessor (QA) to deliver assessments to LUGS, nonprofits, & other community organizations who are interested in learning more about working across cultural differences
- Creating marketing tools to promote IDI services to local units of government, nonprofits and community groups- goal of working with 10 communities in the next year. If your community is interested in learning more about this process in an effort to attract and retain a qualified workforce, please let us know.
- Thriving By Design- Blueprint for MN- participating as a delegate in this process. R5DC will be hosting a community meeting in late September/early October for input and feedback on the blueprint.
- Talent Advantage Series Workshop in Long Prairie

### Artplace

- USDA State Director visit at Sprout
- Sprout Advisory Committee Meeting
- Summer Harvest Dinner- 68 attendees
- Interim Report and Conversation with Leila from Artplace
- Preparing for the start of the open marketplace - October





**Angela Anderson**  
Marketing & Communications



#### Web

- Updated R5DC website to reflect current staff info/pics/bio
- Updated NCEDA website with current staff info
- Staples Update to The Good Life website
- Added Brainerd Survey info to R5 website
- Added IDI/The Good Life info to R5 website

#### Print

- RTCC Press release written & distributed
- IDI Press release written & distributed
- Updated R5DC Service Offerings Flyer
- Created IDI/Good Life for All' Flyer
- Created & Submitted 'IDI/Good Life for All' Ad for Initiative Foundation (contracted ad space)

#### Projects

- Starting Child Care Case Studies
- Starting new R5 Brochure
- Researching website ideas for new R5 website

#### Training

- Trained with Staci on commission books
- Trained with Dawn & Staci on external marketing/communications
- SharePoint training with Syvantis
- The Good Life website – Golden Shovel first meeting/overview

#### Social Media

- Shared events on The Good Life FB page (daily)
- Invited Friends to like The Good Life FB page - Likes up to 289 (from 249 on 7/31)
- LinkedIn: followed other Development Commission/Economic Development entities on personal account. Starting to post on R5 LinkedIn page.
- Twitter: starting to post for R5 account
- Shared Central MN Housing meeting info for Brainerd & Staples
- Shared link to Brainerd Survey on all FB pages



First Name	Last Name	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
Jill	Abbott	x	x	x	x	x		x					
David	Anderson	x	x	x	x	x	x						
Sharon	Ballou	x	x				x						
Barb	Becker	x	x	x									
John	Benson	x	x	x	x	x	x	x					
Greg	Blaine				x	x	x						
Kevin	Egan			x	x		x						
Matthew	Erickson	x		x	x	x	x						
Rosemary	Franzen	x	x	x	x	x	x	x					
Erich	Hepner	x	x	x	x	x	x	x					
Diane	Jacobson		x	x	x	x	x						
Curt	Johnson	x	x		x	x							
Rollie	Johnson				x	x	x						
Bob	Kangas	x	x	x	x	x							
Muriyn	Krekiau	x	x	x	x	x	x						
Jan	Lambert		x	x	x	x	x						
Andrea	Lauer	x											
Tom	Lillehei	x	x	x	x	x							
Craig	Nathan	x		x	x	x							
Paul	Nieman, J	x	x	x	x	x							
Sheldon	Monson	x	x	x	x	x							
Chuck	Parins	x	x	x	x	x	x						
Alan	Perish	x	x										
Julie	Polak					x	x						
Duane	Ruona	x		x									
Alex	Weego	x	x	x	x		x						
Mike	Wilson	x		x	x		x						

## X INDICATES PRESENT

July and November are Board Meetings only



## Commission Evaluation June 2018

**SD = Strongly Disagree, D = Disagree, A = Agree, SA = Strongly Agree, NS = Not Sure**

<b>Commission Members:</b>	<b>SD</b>	<b>D</b>	<b>A</b>	<b>SA</b>	<b>NS</b>
Understand the mission.	1		3	8	
Promote the mission.	1		3	8	
Know the programs/services of the organization.	1		6	5	
Come to the meetings prepared to provide honest and constructive feedback.	1		3	8	
Abide by the Articles of Incorporation, By Laws, Commission Policies, and Commission Member Job Description.	1		2	9	
<b>Commission Meeting:</b>					
The agenda materials provided in advance of the meeting were useful.	1		2	9	
This was an effective commission meeting.	1		5	5	
This commission meeting was an effective use of commissioner's time.	1		6	5	
The information provided regarding the financial status of the organization gave me the information I needed.	1		7	3	

**What assistance, if any, do you need from the executive committee or from staff to be an effective commissioner?**

- None!
- Keep the communication going!
- None
- None
- Continue with professional development – the way forward of the IDI
- Just keep up the good work.

**Did we demonstrate our shared meeting commitment this month? Why or why not?**

- Yes
- Absolutely
- You always do...
- Tonight will be my last meeting as a rep for school boards in our region. I have enjoyed the years of making new friends, learning about programs, projects and grant opportunities to improve the quality of life in central Minnesota. Even not being a Reg 5 commissioner I will continue to promote as much as I can. Keep up the great positive work, Sharon

Thank you for your responses!

Region Five Development Commission

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## Commission Evaluation August 2018

**SD = Strongly Disagree, D = Disagree, A = Agree, SA = Strongly Agree, NS = Not Sure**

<b>Commission Members:</b>	<b>SD</b>	<b>D</b>	<b>A</b>	<b>SA</b>	<b>NS</b>
Understand the mission.					
Promote the mission.					
Know the programs/services of the organization.					
Come to the meetings prepared to provide honest and constructive feedback.					
Abide by the Articles of Incorporation, By Laws, Commission Policies, and Commission Member Job Description.					
<b>Commission Meeting:</b>					
The agenda materials provided in advance of the meeting were useful.					
This was an effective commission meeting.					
This commission meeting was an effective use of commissioner's time.					
The information provided regarding the financial status of the organization gave me the information I needed.					

**How can future commission meetings be improved?**

**Did we demonstrate our shared meeting commitment this month? Why or why not?**