



**December 14, 2017**  
**5:00 pm Social 5:30pm Dinner**  
**6:00pm Awards Ceremony/ Commission Meeting**  
**The Woods Banquet and Event Center**

***Awards Ceremony - Service and Partnership Appreciation to:***

NCEDA Microbusiness Partner.....The Farm on St. Mathias  
 NCEDA Business Partner..... Acorn Builders  
 Service Appreciation David A Anderson, Rosemary Franzen, Paul Nieman Jr, Bruce Heilman  
 Service Provider.....Rural Renewable Energy Alliance  
 Regional Partner.....National Joint Powers Alliance

**Agenda**

**Meeting Objectives: Awards Ceremony, Review of Annual Audit, Celebration of 2017**

**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, Rosemary Franzen**  
**Approve Agenda (Motion required)**

**Consent Calendar**

- a. Review of November 2017 Board of Directors Meeting Minutes.....pg. 1  
 (No action required)
- b. Approval of October 2017 Commission Meeting Minutes (Motion required) .....pg. 2, 3
- c. Review of Year to Date Budget *Balance Sheet*; Review of *Income Statement for October and November*;  
 Review of Accounts Payable Detail, *Vendor Invoices*.....Handout  
 (Motion required)
- d. Review of NCEDA Financials .....Handout  
 (No motion – just review)

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

- a. Presentation of Annual Audit.....Handout
- b. Revisit resolution #17-28 3 year EDA planning grant.....pg.4
- c. Resolution #17-29 to approve the 2017 CREDS plan .....pg. 5

**Executive Director - Cheryal Lee Hills**

- a. Staff Updates
- b. 12 Days of R5DC

**Evaluation:**

- a. Evaluation Results and Commission Attendance.....pg. 6-8

**Other Business**

Budget Committee Meeting: January

Next Commission Meeting:

Thursday, January 25<sup>th</sup>, 2017  
6:00pm  
National Joint Powers Alliance, Staples, MN

**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 R5*



**Region Five Development Commission**

**November 16, 2017 Executive Board Meeting Minutes**

**Members present:** David Anderson, Barb Becker, Rosemary Franzen, Craig Nathan

**Member absent:** John Benson

**Staff present:** Cheryal Lee Hills, Nichole Larson

**Public Meeting Call to Order:** The public meeting was called to order at 11:39 a.m. by Chairman David A Anderson.

**Roll Call:** Secretary, Rosemary Franzen

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

**Motion by Commissioner Franzen, second by Commissioner Becker to approve the August 2017 Board Meeting Minutes. Motion carried.**

**Consent Calendar: Motion by Commissioner Nathan, second by Commissioner Franzen to approve November 2017 Accounts payable. Motion carried**

**Motion by Commissioner Franzen, second by Commissioner Nathan to move Reegion Five Development Commission from Health Partners to Blue Link pending no union dues and there is a premium guarantee. Motion carried.**

**Chairperson's Report**

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

- Review of several current staff initiatives

**Motion was made by Commissioner Nathan, second by Commissioner Franzen to adjourn the meeting at 12:55 p.m. Motion carried.**

Respectfully submitted by Staci Headley for:

\_\_\_\_\_  
David A Anderson, Chair

\_\_\_\_\_  
Rosemary Franzen, Secretary



**Region Five Development Commission**

**October 26, 2017 Commission Meeting Minutes**

**NJPA, Staples, MN**

**Members present:** David A. Anderson, Barb Becker, John Benson, Craig Nathan, Alan Perish, Paul Nieman Jr., Tom Lillehei, Alex Weego, Matthew Erickson, Diane Jacobson, Duane Ruona, Nancy Stevens, Sheldon Monson, Curt Johnson, Bob Kangas, Sharon Ballou, Erich Heppner, Rosemary Franzen, Kevin Egan, Murlyn Kreklau, Jan Lambert, Chuck Parins, Andrea Lauer, Jill Abbot, Mike Wilson

**Members absent:** n/a

**Staff present:** Cheryal Lee Hills, Dawn Espe, Staci Headley, Sandy Voigt, Nicky Larson, Tad Erickson

**Meeting Call to Order:** The meeting was called to order at 6:54 pm by Chair, David A. Anderson.

**Roll Call** – Secretary, Rosemary Franzen

**Motion by Commissioner Lambert, second by Commissioner Lauer to approve the agenda with addition of nomination and election of new secretary, addition of policy platform discussion and deletion of resolution 17-26. Motion carried.**

**Motion by Commissioner Franzen, second by Commissioner Erickson to approve commission meeting minutes from September 2017 with correction to correct the spelling of Commissioner Perish's name. Motion carried.**

**Motion by Commissioner Parins, second by Commissioner Neiman to approve September Balance Sheet, Income Statement and Accounts Payable. Motion carried.**

**Motion by Commissioner Perish, second by Commissioner Weego to present the Audit information at the December Annual Meeting. Motion carried.**

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

**Motion by Commissioner Lambert, second by Commissioner Abbott to approve recommended ISTS loans. Motion carried.**

Motion by Commissioner Franzen, second by Commissioner Neiman to approve Resolution #17-26 Greater MN Regional Transportation Coordination Council Grant Application. Motion carried.

Nomination to replace Commissioner D Johnson as secretary. Chairman Anderson nominated Commissioner Franzen. Motion to unanimously approve made by Commissioner Nathan, second by Commissioner Lillehei. Motion carried.

Nomination to the board to replace D Johnson with Commissioner Parins to represent the Morrison County area. Motion made by Commissioner Lauer, second by Commissioner Weego. Motion carried.

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

- Review of current staff initiatives

Motion by Commissioner Heppner, second by Perish to approve the hire of new Controller, Alexandria Hanson. Motion carried.

**Next full commission meeting:**

December 14, 2017, 5:30 dinner, 6:00 meeting  
The Woods  
19624 Co Rd 3  
Brainerd, MN 56401

Motion made by Commissioner Weego, second by Commissioner Lambert to adjourn the meeting at 8:14 p.m. Motion carried.

Respectfully submitted by Staci Headley for:

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David A. Anderson, Chair

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Rosemary Franzen, Secretary



**A RESOLUTION FOR EDA 3 YEAR PLANNING GRANT APPLICATION**

**WHEREAS** the Regional Development Act of 1969 as amended, Section 462.39 allows the Commission to receive grants and donations for regional purposes, and

**WHEREAS**, the Region Five Development Commission has determined there is a need for Economic Development Services from the United States Department of Commerce-Economic Development Administration (EDA), and

**WHEREAS**, the Region Five Development Commission has been designated by the EDA, and serves as the Designated Economic Development District for the counties of Cass, Crow Wing, Morrison, Todd and Wadena, and

**WHEREAS** EDA has invited Region Five Development Commission to apply for a **three year** Economic Development Planning Grant, and

**THEREFORE BE IT RESOLVED** that the Region Five Development Commission hereby authorizes the filing of an application for 3 year financial support for 2018-2021, in the amount of \$210,000.00 from EDA for the Annual District Planning Grant, and

**FURTHER IT BE RESOLVED** Region Five will provide a local match of up to \$210,000.00 from, tax levies over the three year grant up to **\$70,000.00 annually**, and

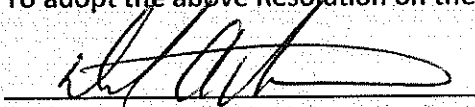
**FURTHER BE IT RESOLVED** that the Region Five Development Commission hereby directs and authorizes the Chairperson and/or Executive Director as the official representatives of the commission and authorizes them to sign the application and execute the grant agreement.

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A motion by Regional Commissioner Rosemary Fanzen,

Seconded by Regional Commissioner Barb Becker,

To adopt the above Resolution on the 29<sup>th</sup> day of November, 2017.

  
\_\_\_\_\_  
David A. Anderson, Chairperson  
Region Five Development Commission



**A RESOLUTION TO APPROVE THE 2017 CREDS PLAN**

**WHEREAS** the Region Five Development Commission has been designated an Economic Development District, and

**WHEREAS**, the Region Five Development Commission receives planning funds from the Economic Development Administration, and

**WHEREAS**, the Region Five Board of Commissioners actively supports and currently participates in the economic development district activities of the Region Five Development Commission, and

**WHEREAS** the 2017 Comprehensive Regional Economic Development Strategy (CREDS) has been prepared for review by the CREDS Governing Body and the Region Five Development Commission.

**THEREFORE BE IT RESOLVED**, that the Region Five Commissioners hereby approve the 2017 Comprehensive Economic Development Strategy (CREDS) and authorize its submission to the U.S. Economic Development Administration.

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A motion by Regional Commissioner \_\_\_\_\_,

Seconded by Regional Commissioner \_\_\_\_\_,

To adopt the above Resolution on the 14<sup>th</sup> day of December, 2017.

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David A. Anderson, Chairperson  
Region Five Development Commission



## Commission Evaluation October 2017

**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.				13	
Promote the mission.			3	10	
Know the programs/services of the organization.			5	8	
Come to the meetings prepared to provide honest and constructive feedback.			2	11	
Abide by the Articles of Incorporation, By Laws, Commission Policies, and Commission Member Job Description.			1	12	
<b>Commission Meeting:</b>					
The agenda materials provided in advance of the meeting were useful.			4	9	
This was an effective commission meeting.			4	9	
This commission meeting was an effective use of commissioner's time.			4	8	
The information provided regarding the financial status of the organization gave me the information I needed.			4	9	

### **My strengths are:**

- Using varied perspectives; math; personnel; leadership; engineering operations
- Leadership and my general good cheer! Vision
- Communications
- Organization
- Listening
- Community involvement with all ages
- Empathy

### **My strengths that may add value to the region are:**

- Any and all
- Leadership and vision
- Services provided
- Advocacy
- Approachable by many in my area & enjoy finding help when possible
- Seeking collaborative solutions to big issues

Thank you for your responses!

Region Five Development Commission

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**R5DC may best use my strengths by:**

- Any and all
- Helping to fill staff gaps as an advocate/ambassador for R5DC w/ relevant organizations
- Any way they can choose to help the mission of R5
- My sharing information through different groups
- Asking for input

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

- Yes, through informed questions of discussions on agenda items
- Good meeting
- Yes, excellent professional development
- Yes -good special guest
- Yes
- Great discussion – listening
- Yes – open discussion on topics where there are often varied opinions. Appreciated the data shared in the presentation on immigration

First Name	Last Name	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Jill	Abbott	X	X	X	X	X	X	X	X	X	X	X	X
David	Anderson	X	X	X	X	X	X	X	X	X	X	X	X
Sharon	Bailou	X	X	X	X	X	X	X	X	X	X	X	X
Barb	Becker	X	X	X	X	X	X	X	X	X	X	X	X
John	Benson	X	X	X	X	X	X	X	X	X	X	X	X
Kevin	Egan	X	X	X	X	X	X	X	X	X	X	X	X
Matthew	Erickson	X	X	X	X	X	X	X	X	X	X	X	X
Rosemary	Franzen	X	X	X	X	X	X	X	X	X	X	X	X
Erich	Hepner	X	X	X	X	X	X	X	X	X	X	X	X
Diane	Jacobson	X	X	X	X	X	X	X	X	X	X	X	X
Curt	Johnson	X	X	X	X	X	X	X	X	X	X	X	X
Duane	Johnson	X	X	X	X	X	X	X	X	X	X	X	X
Bob	Kangas	X	X	X	X	X	X	X	X	X	X	X	X
Bill	Kern	X	X	X	X	X	X	X	X	X	X	X	X
Marilyn	Kreklaui	X	X	X	X	X	X	X	X	X	X	X	X
Jan	Lambert	X	X	X	X	X	X	X	X	X	X	X	X
Andrea	Lauer	X	X	X	X	X	X	X	X	X	X	X	X
Tom	Lillehei	X	X	X	X	X	X	X	X	X	X	X	X
Craig	Nathan	X	X	X	X	X	X	X	X	X	X	X	X
Paul	Nieman, Jr	X	X	X	X	X	X	X	X	X	X	X	X
Sheldon	Monson	X	X	X	X	X	X	X	X	X	X	X	X
Chuck	Parins	X	X	X	X	X	X	X	X	X	X	X	X
Alan	Perish	X	X	X	X	X	X	X	X	X	X	X	X
Mark	Platta	X	X	X	X	X	X	X	X	X	X	X	X
Dave	Pritschet	X	X	X	X	X	X	X	X	X	X	X	X
Duane	Ruona	X	X	X	X	X	X	X	X	X	X	X	X
Nancy	Stevens	X	X	X	X	X	X	X	X	X	X	X	X
Alex	Weego	X	X	X	X	X	X	X	X	X	X	X	X
Mike	Wilson	X	X	X	X	X	X	X	X	X	X	X	X
Mike	Worden	X	X	X	X	X	X	X	X	X	X	X	X

# X INDICATES PRESENT

July and November are Board Meetings only

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