



**June 28, 2018**

**Public Hearing 6:00pm  
Commission Meeting 6:15pm  
Sourcewell/NJPA, Staples, MN**

**PUBLIC HEARING**

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

Review of the 2018 Tax Levies

**TENTATIVE AGENDA**

**Meeting Objectives:** Approve 2018 tax levy dollars, review work plan, be informed of regional happenings

**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, Jill Abbott**

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

**Getting to know you!** What's the coolest thing you're working on right now?

**Consent Calendar**

- a. Approval of May 2018 Commission Meeting Minutes (*motion required*) .....Pg. 1, 2
- b. Approval of the *Balance Sheet, Income Statement and Accounts Payable* .....handout  
(*motion required*)
- d. Review of NCEDA Financials .....handout  
(*No motion. Just review*)

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

1. **Consideration of Resolutions:**
  - a. Approval of recommended ISTS Loans *(motion required)* .....Pg. 3
  - b. #18-13 2018 Tax levy .....Pg. 4
  - c. Update on FY2019 Workplan

**Staff Reports – Cheryal Lee Hills**

- a. Review current staff initiatives .....Pg. 5-12

**Evaluation:**

- a. Commission Attendance .....Pg. 13
- b. Meeting Evaluation Results .....Pg. 14

**\*\* Please fill out your evaluations and submit them at the end of the meeting. Thank you!**

**Other Business**

**Public Comments** – Time allocated for citizens to bring matters not on the agenda of the R5 Commission. 3-5 minutes allowed per person or group. The Commission will not respond or take action.

**Adjourn** *(motion required)*

Next regular commission meeting:

Thursday, August 23

6:00pm

Sourcewell

**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**  
**May 24, 2018 Commission Meeting Minutes**  
**NJPA, Staples, MN**

**Members present:** David A. Anderson, Rosemary Franzen, Sheldon Monson, John Benson, Chuck Parins, Bob Kangas, Jill Abbott, Paul Neiman Jr, Tom Lillehei, Erich Heppner, Murlyn Kreklau, Jan Lambert Diane Jacobson, Craig Nathan, Greg Blaine, Matthew Erickson, Curt Johnson, Rollie Johnson, Barb Becker, Sharon Ballou, Julie Polak

**Members absent:** Kevin Egan, Duane Ruona, Alex Weego,

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

**Meeting Call to Order:** The meeting was called to order at 6:02 pm by Chair, David A. Anderson.

**Roll Call – Secretary, Jill Abbott**

**Motion by Commissioner Neiman, second by Commissioner Franzen to approve the agenda with additions to chairperson’s report: 1. approve Executive Director contract and 2. Approve new position. Motion carried.**

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

**Motion by Commissioner Parins, second by Commissioner Franzen to approve the April Balance Sheet, Income Statement and Accounts Payable. Motion carried.**

**Motion by Commissioner Franzen, second by Commissioner Heppner to approve the FY19 Budget. Motion carried.**

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

**Motion by Commissioner Franzen, second by Commissioner Ballou to approve the ISTS loan approval. Motion carried.**

**Motion by Commissioner Nathan, second by Commissioner Franzen to approve resolution 18-12 Approval of Functional Classification Change Request. Motion carried.**

**Motion by Commissioner Ballou, second by Commissioner Neiman to approve TAC membership nomination. Motion carried.**

**Motion by Commissioner Lambert, second by Commissioner Franzen to approve Executive Director's contract. Motion carried.**

**Motion by Commissioner Benson, second by Commissioner Becker to approve hiring of new position. Motion carried.**

**Executive Director's Report**

**Motion made by Commissioner Nieman, second by Commissioner Lambert to adjourn the meeting at 6:50 p.m. Motion carried.**

**Next commission meeting:  
June 28, 2018 6:00 p.m.  
NJPA, Staples**

Respectfully submitted by Staci Headley for:

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

\_\_\_\_\_  
Jill Abbott, Secretary



## Memo

To: Region Five Development Commissioners

From: Sandy Voigt, Regional Business Specialist

Date: June 15, 2018

Re: ISTS Loan Approval

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The NCEDA Loan Board met June 13, 2018. The NCEDA Loan Board recommends the following ISTS/HWWS loan applications for your approval:

#379-01-01	\$9,310.00	ISTS- Wadena County-not eligible for grant
#380-01-01	\$8,380.00	ISTS- Beltrami County-not eligible for grant
#381-01-01	\$4,500.00	ISTS-Wadena County-\$4,500 Grant
#382-01-01	\$11,100.00 (\$5,100/\$6,000)	ISTS/HWWS-Cass County-not eligible for grant
#383-01-01	\$9,050.00	ISTS-Cass County-not eligible for grant



**A RESOLUTION TO CERTIFY 2018 TAX LEVIES**

**WHEREAS**, the Regional Development Act requires that “after adoption of the budget and no later than September, the Secretary of the Commission shall certify to the auditor of each county within the region, the county share of such tax, which shall be an amount bearing the same proportion the total tax levy agreed on by the Commission as the county’s net tax capacity to the total net tax capacity of the Region”, and

**WHEREAS**, the levy limitation for regional development commissions is a specific dollar amount for each region or 103% of the specific dollar amount, whichever is greater, effective for levy year 2018 payable and,

**WHEREAS**, the payable 2018 levy limit is \$319,189 allowed for Region Five,

**THEREFORE BE IT RESOLVED** that the Region Five Development Commission hereby certifies to the County Auditors in Region Five the following individual county **gross** share of the Region Five levy based on payable 2017 net tax capacities received from the MN Department of Revenue for each county (the actual certification statement will include the payable 2017 net tax capacities)

<u>COUNTY</u>	<u>NET TAX CAPACITY</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>
Cass	\$66,989,617	28.7591%	\$91,796
Crow Wing	\$106,051,832	45.5287%	\$145,323
Morrison	\$30,088,017	12.9170%	\$41,229
Todd	\$20,316,380	8.7219%	\$27,839
Wadena	\$9,488,132	4.0733%	\$13,002
<b>TOTAL</b>	<b>\$232,933,978</b>	<b>100.0000%</b>	<b>\$319,189</b>

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

seconded by Regional Commissioner \_\_\_\_\_,

to adopt the above Resolution was passed on the June 28, 2018.

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

4



# STAFF REPORT

*JUNE 2018*







**Cheryl Lee Hills, Executive Director**



**GENERAL NEWS**

**Financial**

**Progress: (recently awarded) -**

- Blandin—Welcoming Communities—NWAFF funded us \$21,500.00
- RTCC—Regional Transportation Coordination Council—Planning Grant
- Solar Schools—DONE with all the contracts, money on the way

**Pending: (we applied and are 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, NCEA 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
- 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" -know in Aug 2018 RTCC - Regional Transportation Coordination Council - planning grant

**POTENTIAL: pursuing idea/ partners: (NOT yet crafting applications) -**

- Broadband placemaking approach/funding - outreach to legislators. (w/staci)
- Broadband lending - maybe USDA RDBG (w/sandy)
- NWAFF mentor for Welcoming Communities (w/dawn)
- 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) -**

- USDA Food LINK conversations - maybe new TA funding for local food value chain coordinator
- Grower Veteran Program - AgVET
- GFAF/SDGG for Food Co-op TA
- RX Opioid CSA (meeting with MDA/MDH Commissioner maybe legislative support in 2019)
- Broadband placemaking approach/funding
- Volkswagen - MPCA grant for EV Stations
- Mobile Market Placemaking project

**Denied:**

- Nothing to report this month

**Program Development/Implementation**

- Social crowdfunding has been harder than we expected —Dawn to report

**Resilient Region Regional Planning**

- October 15. 2018

**Current Board/Council/Committee Commitments**

- **Local:** Happy Dancing Turtle, SPROUT MN, Good Food Access Fund Advisory Council, Central Lakes College Advisory council, County Administrators meetings, Ongoing quarterly meetings with County Administrators, Initiative Foundation and NJPA.
- **State:** MADDO, RED Group - Process Design Team. Good Food Access Fund Advisory Council.
- **National:** RUPRI, NextGen Advisory Board, Children’s Museum Committee, NEW Advisory committee to Farm Bill for Senator Tina Smith





*Nichole Larson, Deputy Director*



## **R5DC Financials**

- \*Revenue Recognition
- \*Bank Reconciliations
- \*Banking – New Account Set Up
- \*Review Accounts Payable
- \*New Project Set Up
- \*Fiscal Year End Close
- \*Audit Prep
- \*Audit Field Work Scheduled for 8/20/18-8/22/18

## **R5DC Monthly/Quarterly Reporting/Billings**

- \*EDA – Planning Grant
- \*MnDot - Transportation
- \*Sourcewell – Comp Planning
- \*ISTS – Septic Systems Administration
- \*SRTS – Safe Routes to Schools

## **NCEDA Financials**

- \*Review Financials & Training
- \*Loan Modifications/Revisions
- \*Daily Mail – Receipt Processing
- \*Fiscal Year End Close
- \*Audit Prep
- \*Audit Field Work Scheduled for 8/20/18-8/22/18
- \*Attend NCEDA Loan Board Meetings

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

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

## **Grants/Contracts**

Solar Schools

- \*Tasks/Meetings/Calls w/Core Team
- \*Preparation for Financial Record Keeping/Tracking/Processing

## **Boards/Committees**

- \*LEAP – Leadership, Engagement, Advocacy, Positiveness
- \*Children’s Museum

## **HR/Budget/Policy**

Resume Reviews and interviews for New Planner Position with R5DC team

## **Professional Development/ Training**

- \*Attend Staff Development Day 6/18/18

## **Payroll (semi-monthly)**

- \*Review Payroll & Employee Expense Reimbursements
- \*Review/ Staff Time Allocation Spreadsheet





*Alex Hanson, Controller*



## R5DC Financials

- \*Accounts Payable
- \*Commission ACH
- \*Banking – Weekly Deposits
- \*ISTS Administration Report

## Payroll

(Semi-Monthly)

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

## NCEDA Financials

- \*Accounts Payable
- \*Bank Reconciliations
- \*Loan Reconciliations
- \*NCEDA FY19 Budget
- \*Banking – Weekly Deposits
- \*Available to Lend
- \*Risk Rating
- \*Late Payors

## Loan Processing

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

- \*Loan Payments
- \*ACH Requests
- \*Late Payer Notices

## Audit

- \*Monthly Audit Prep
- \*Filing

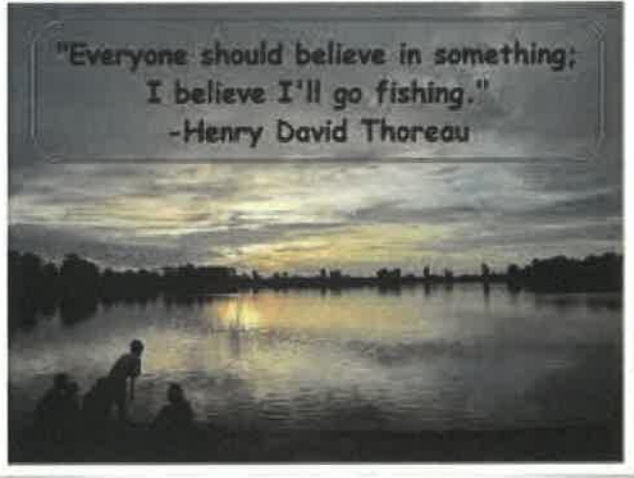
## Security

- \*RoboForm Password Protection





**Tad Erickson,**  
**Regional Development Planner,**  
**Transportation**



## **Long Prairie Safe Routes to School (SRTS)**

Another steering committee meeting is being planned for the end of June. The steering committee will use this meeting to identify issues and barriers affecting stands ability to safely walk and bike to school based on the information gathered thus far in the planning process.

## **Community Development** *Comprehensive Planning*

Staff is working very closely with NJPA staff to roll out comprehensive planning in the following communities.

### **Staples**

On June 19<sup>th</sup> the Staples Planning Commission unanimously voted to recommend the Comprehensive Plan Update for approval by the city Council

### **Brainerd**

Staff is in the process of planning the July Comprehensive Plan Steering Committee meeting which will be held at the Shop in Brainerd.

### **One Watershed- One Plan**

Staff continued to work with partners including the CWC SWCD, BWSR, to plan the next advisory committee meeting scheduled for June 27<sup>th</sup>.





*Staci Headley, Regional Development Planner*



## Community Development/ Outreach

- Continuing the planning process for the first stakeholder meeting of the RTCC
- Participated in staff development day
- Assisted in planning meeting for the Talent Advantage Series
- Attending IDI training session in Minneapolis June 20-22
- Attending Thriving by Design in Granite Falls June 27-29
- Participation in reviewing applicants of new position
- Initial planning meeting for the Regional Yellow Ribbon organization
- Participation in planning meeting for the MN Power sponsored YR forest
- BTYR monthly meeting
- Preparing for IDI rollout meeting June 25



**\*Save the date! December annual meeting: December 13 at Sprout**



## External Marketing/ Communication

- Training on Good Life Website

### Facebook pages:

- [Regionfivedevelopmentcommssion](#)
- [Thegoodlifennorthcentralmn](#)
- [Resilientregion](#)

### Websites:

- [Regionfive.org](#)
- [Resilientregion.org](#)
- [Northcentraleda.org](#)

### NCEDA Constant Contact Creeper Report

- 34% open rate
- 8% click through rate

### R5DC Constant Contact Creeper Report

- 35% open rate
- 21% click through rate

**Sandy Voigt, Regional Business Specialist**



## ISTS/HWWS

**ISTS:** Approved five (5) projects – two (2) in Wadena County; two (2) in Cass County; one (1) in Beltrami County. Previously approved projects are being completed in Wadena County. Administering grant funds in Cass County for septic installation.

**USDA Water-Well System Grant:** Approved one (1) project in Cass County. Have previously approved project in Cass County that's being completed.

## This and That

**ELP:** Allocations of both awarded ELP funds have been completed for total loans of \$99,956 in six (6) loans. Projects located in one (1) Chisago; three (3) Crow Wing; one (1) Cass; one (1) Wadena County. NCEDA Loan Board approved submitting request for additional funds from DEED. We will ask for at least \$100,000. This request may increase depending on pending requests.

All year-end information; 1098 and 1099's sent to loan clients. Request for year-end information and scheduling annual site visits being prepared.

Remember "Investment Crowdfunding" information and applications are available at: [www.northcentraleda.org](http://www.northcentraleda.org)

## Trainings/Conferences/Workshops:

Participating in Xcelerate Leadership training provided by NJPA Blandin Alumni Training on "Skills for Systems Change"  
Participated with USDA State Director visit, Sprout, Little Falls  
Participated with North Country Networkers, Breezy Point  
Planning ED Pro Meeting in July in Cass County.

## NCEDA/RLF

All approved projects have been completed and will end fiscal year with no "carryover" approvals. Six (6) loans completed for a total of \$327,000 located in two (2) in Morrison; two (2) in Crow Wing; one (1) in Wadena and one (1) in Todd County. Projected jobs created/retained are 81. Leveraged funds for all lending programs are over \$5 million. Funds available for lending can be found in the Financial Statements provided. We receive approximately \$15,000 monthly of repayments that replenish the available to lend balance. Collection efforts are active on any delinquent loans, only one loan is non-paying with one loan on modified payment plan.

## RMAP

Approved loan completed in Chisago County. Additional projects approved and completed in Crow Wing County. Four (4) projects totaling \$84,000 in loans are located in two (2) Chisago; one (1) Crow Wing; one (1) Mille Lacs; Funds available for lending can be found in the Financial Statements provided. Early payoff will provide additional funds for lending.





*Dawn Espe, Regional Development Planner*



## EDA and CREDS

Vital Projects 2018- requests have been made to 9 projects. Continuing to look for projects that fit the goals and strategies in our CREDS.

## USDA

Crowdfunding – all three projects are moving forward. Each organization is promoting the start of the campaign and building their campaign sites. Campaigns will launch June 1<sup>st</sup>.

Downtown Brainerd– creative placemaking projects in downtown during road construction

Mobile Market– Bringing food/veggies/ local products to areas that don't have access

Kids Against Hunger– Truck to expand their packing business to offsite locations

## The Good Life- FOR ALL!

Creating marketing tools to promote IDI services to local units of government  
Attending IDI Training June 20-22 in Minneapolis



## Wealthworks

Working with hubs to find additional funding to continue this work- possible partnership through a USDA Program

## Artplace

Still collecting RFPs for art work to be housed at Sprout

Planning July and September Parties with a Purpose

July 17<sup>th</sup> 6-8pm Crow Wing Co. 4-H  
September

Planning Summer Harvest Dinner- TICKETS ON SALE NOW!!!

## Regional Branding

### Project –The Good Life

Final reports for grant projects are due at the end of July

In the first quarter of 2018, 336 new users visited The Good Life website, with majority of views coming from Minneapolis, Brainerd and St. Cloud

242 Likes on the Facebook page

## Outreach/ PD

Planning the next Friends in the Field Meeting- July 11<sup>th</sup> in St. Cloud

MADO Planners Meeting- July 12<sup>th</sup> in Duluth

Planning the next Resilient Region Champion Meeting- October

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							
David	Anderson	x	x	x	x	x							
Sharon	Ballou	x	x										
Barb	Becker	x	x	x									
John	Benson	x	x	x	x	x							
Greg	Blaine				x	x							
Kevin	Egan			x	x								
Matthew	Erickson	x		x	x	x							
Rosemary	Franzen	x	x	x	x	x							
Erich	Heppner	x	x	x	x	x							
Diane	Jacobson		x	x	x	x							
Curt	Johnson	x	x		x	x							
Rollie	Johnson				x	x							
Bob	Kangas	x	x	x	x	x							
Murlyn	Kreklau	x	x	x	x	x							
Jan	Lambert		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							
Alan	Perish	x	x										
Julie	Polak					x							
Duane	Ruona	x		x									
Alex	Weego	x	x	x	x								
Mike	Wilson	x		x	x								

## X INDICATES PRESENT

July and November are Board Meetings only





## Commission Evaluation May 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.			6	13	
Promote the mission.			7	12	
Know the programs/services of the organization.			8	11	
Come to the meetings prepared to provide honest and constructive feedback.			7	12	
Abide by the Articles of Incorporation, By Laws, Commission Policies, and Commission Member Job Description.			5	14	
<b>Commission Meeting:</b>					
The agenda materials provided in advance of the meeting were useful.			5	14	
This was an effective commission meeting.			6	12	
This commission meeting was an effective use of commissioner's time.			5	13	
The information provided regarding the financial status of the organization gave me the information I needed.			2	15	

### **Is there anything you'd like to know more about Region Five Development Commission as an organization (structure, boards, policies, financial, projects, programs etc.)?**

- I miss the 3 ring binder – I wish we had a small Readers Digest style handbook to review & the alphabet list handy. When I don't work with info on a regular basis I forget to much.
- Not at this time
- I would like to see a quick recap of acronyms each week 5-10 or the like to get the meaning down for discussion
- Nope.

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

- Budget information was very clear. Momentum is positive – let's keep it up!
- Yes good meeting
- Yes!
- Yes – open discussion and communication
- Good communication/
- Yes, open communications are the standard
- Yup! Thank you!

Thank you for your responses!

Region Five Development Commission



## 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.					
Promote the mission.					
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<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.					

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

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