TENTATIVE AGENDA

Meeting Objectives: Be informed of regional happenings

Call to order: Chair, Alex Weego

Region Five Mission Statement: Chair, Alex Weego
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, Julie Polak

Approve Agenda (motion required)

Consent Calendar
1. Approval of February 2020 Commission Meeting Minutes (motion required) ....... Pg. 3-4
2. Approval of RSDC February Financials ................................................................手out
   Accounts Payable (page 5), Balance Sheet, & Income Statement (motion required)
3. Review of NCEDA Financials (Review only, no motion required) ....................... handout

Chairperson’s Report: Alex Weego
1. Consideration of Resolutions:
   a. #20-11: RTCC Phase 3 (motion required) ......................................................... Pg. 6
   b. #20-12: VetCSA 2020 Innovation Funding (motion required) ......................... Pg. 7

Staff Reports – Cheryal Lee Hills
1. Review current staff initiatives ............................................................................. Pg. 8-16
2. Press Release: Long Prairie Welcoming Communities Group ......................... Pg. 17

Evaluation:
1. Commission Attendance & Meeting Evaluation Results ..................................... Pg. 18-19

Other Business:

Adjourn (motion required)

Next meeting: EDD Meeting (Rescheduled from March)
May 26, 2020 at 5:30pm
Sourcewell, Staples, MN
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
February 27, 2020 Commission Meeting Minutes

Sourcewell, Staples, MN

Members present: Barb Becker, John Benson, Kevin Egan, Rosemary Franzen, Andrea Haverinen, Erich Heppner, Diane Jacobson, Curt Johnson, Rollie Johnson, Doug Kern, Murlyn Kreklau, Jan Lambert, Tom Lillehei, Sheldon Monson, Julie Polak, Alexander Weego,

Members absent: David A. Anderson, Katie Baier, Greg Blaine, Bob Kangas, Craig Nathan, Chuck Parins

Staff present: Cheryal Lee Hills, Dawn Espe, Alex Lisson, Angela Anderson, Stephanie Barney, Staci Headley, Tad Erickson

Meeting Call to Order: The meeting was called to order at 6:01 pm by Chair, Alexander Weego.

Roll Call – Secretary, Julie Polak

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

Motion by Commissioner Franzen, second by Commissioner Monson to approve the January 2020 Commission meeting minutes. Motion carried.

Motion by Commissioner Kern, second by Commissioner Franzen to approve the R5DC Financials. Motion carried.

Chairperson’s Report – Barb Becker

Motion by Commissioner Franzen, seconded by Commissioner Egan to approve resolution #20-03 – Children’s Museum Outreach LCCMR. Motion carried.

Motion by Commissioner Kern, seconded by Commissioner Benson to approve resolution #20-04 – EDA Asset Mapping. Motion carried.

Motion by Commissioner R. Johnson, seconded by Commissioner Benson to approve resolution #20-05 – Welcoming Communities 3.0. Motion carried.
Motion by Commissioner C. Johnson, seconded by Commissioner Egan to approve resolution #20-06 – Minnesota Pollution Control Agency Fiscal Year 2020 Grant Program Authorization. Motion carried.

Motion by Commissioner Kern, seconded by Commissioner Lambert to approve resolution #20-07 – LLBO Participation EDA Grant Planning. Motion carried.

Motion by Commissioner Kern, seconded by Commissioner Becker to approve resolution #20-08 – Bank Account Signors. Motion carried.

Motion by Commissioner Franzen, seconded by Commissioner Lambert to approve resolution #20-09 – Transportation Advisory Council Ranked TA/SRTS Projects. Motion carried.

Motion by Commissioner Franzen, seconded by Commissioner Egan to approve resolution #20-10 – Transportation Advisory Council Recommended Surface Transportation Block Grant Program Projects. Motion carried.

Executive Director’s Report – Cheryal Lee Hills

Motion by Commissioner Blaine, second by Commissioner Kern to approve MARL Program Application by RS5DC Executive Director for professional development. Motion carried.

Meeting was adjourned at 7:28 p.m by Chairperson Alexander Weego.

Next meeting:
March 26, 2020 at 5:30 p.m.
Sourcewell, Staples

Respectfully submitted by Angela Anderson for:

_______________________________________
Alex Weego, Chair

_______________________________________
Julie Polak, Secretary
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REGIONAL TRANSPORTATION COORDINATING COUNCIL GRANT AGREEMENT

WHEREAS, Minnesota Statutes Section 174.01 designates MN/DOT as the principal agency of the state for development, implementation, administration, consolidation and coordination of state transportation policies, plans and programs; and

WHEREAS, Minnesota Statutes Sections 462.383, subdivision 2, and 462.39, subdivision 3, authorizes Regional Development Commissions (“RDCs”) to work with and on behalf of local units of government to develop plans or implement programs to address economic, social, physical, and governmental concerns and to develop comprehensive plans for local units of government; and,

WHEREAS, Minnesota Statutes Section 174.03, subdivision 5, requires RDCs to develop regional long-range transportation policy plans in cooperation with MN/DOT and local units of government; and

WHEREAS, Pursuant to Minnesota Statutes Section 174.03, subdivision 4, MN/DOT may provide financial assistance to RDC’s for transportation planning; and

THEREFORE BE IT RESOLVED, that the Region Five Development Commission (R5DC) enters into a Grant Agreement with the State of Minnesota for the organizational planning and development of a Regional Transportation Coordinating Council (Phase 3) and,

FURTHERMORE RESOLVED, that a 10% local match is required and R5DC will utilize the local tax levy to fulfill the 10% match needed,

FURTHERMORE RESOLVED, that the R5DC authorizes the Executive Director or Deputy Director to execute the aforementioned Grant Agreement and any amendments thereto.

Motion by Regional Commissioner ________________________,
Second by Regional Commissioner _______________________

To adopt Resolution # 20-11 on this 26th day of March, 2020.

____________________________
Alexander Weego, Chairperson
Application to Sourcewell for VetCSA Innovation Funding

WHEREAS, Sourcewell Innovation Funding Program is accepting applications for the 2020 funding; and

WHEREAS, the five county Veterans Service Officers will apply to Sourcewell’s Innovation Funding Program for funding of a VetCSA program; and

WHEREAS, the VetCSA is currently seeking $66,350.00 with no match to implement the VetCSA. The goal of the VetCSA program is to improve the overall quality of life for veterans and their families throughout the region. This initiative delivers healthy foods and provides additional knowledge and skills on how to prepare them. Building a healthy lifestyle creates a positive effect on physical and mental health and brings veterans, families, growers and communities together.

WHEREAS, if granted the money, NCEDA will fiscally administer funds and R5DC staff will manage project;

THEREFORE BE IT RESOLVED, that Region Five Development Commission demonstrates its support for the grant application to Sourcewell Innovation Funding Grant opportunity,

THEREFORE BE IT RESOLVED that the Region Five Development Commission hereby directs and authorizes staff to act as fiscal administrator and project manager, and

BE IT FURTHER RESOLVED that the Executive Director, Cheryal Lee Hills, may sign the necessary contracts or agreements for project.

Motion by Regional Commissioner ________________________,
Second by Regional Commissioner ________________________

To adopt Resolution # 20-12 on this 26th day of March, 2020.

______________________________
Alexander Weego, Chairperson
COMMUNITY DEVELOPMENT

EDA
Working on annual progress report due at the end of April
Beginning outreach to form a CREDS strategy committee

Sourcewell- The Good Life- FOR ALL! Welcoming Communities Initiative
- Go North- entering 4th quarter. Youth Business Competition project is in the works.
- Pequot Lakes- just starting with this group. First meeting date TBD

NWAF- Regional Prosperity Program
- Brainerd- held second meeting- considering a community dialogue around race as their project
- Little Falls- held second meeting. Further brainstorming about possible projects around solar energy
- Long Prairie- held second meeting- considering a placemaking project for Harmony Park. Monthly call with Center for Small Towns and U of M Ext on photo project.
- Pine River- held first meeting. Student input event at the Pine River Backus high school.
- Staples- held first meeting. Second meeting postponed until further notice.
- 6th WCAG community – we are still in the process of putting this group together. Considering local foods industry focused instead of a specific town or city.
- Individual IDI Profile meetings
- Monthly conference call with core team
- Monthly meeting with Ensearch - evaluation discussion
- Growth & Justice for Community Action Guide
- Planning for learning exchange with RDI

McKnight- Storytelling
- Working with Voices of Rural and the Department of Public Transformation to do some storytelling that adds value to our Welcoming Communities program
- Co-ordination with R9DC to host a DEI Summit in May 2020 for MADO planners. R5DC will conduct IDI assessments for those who are interested.

Bush Foundation- Creative Community Cohort
- Continuing to find ways to engage artists in community planning and outreach opportunities
- Working on professional development ideas to utilize dollars set aside for this cohort
- Planning learning journey to Kentucky in October

McKnight- Sprout Art Carts Initiative
- Monthly Conference calls
- Quarterly Artist meetings
- Collecting feedback and surveys from a’ la cARTe Mobile Market events
- Working with artist on outreach opportunities for CREDS, children’s museum and business accelerator

Outreach and Professional Development
- Rural America Program - national conference in June
- Brainerd Lakes Pride Meeting
- Long Prairie CentraCare - United Way Food Drive Volunteer
COMMUNITY DEVELOPMENT

VetCSA
• Changing the procedures for the time being – delivery/drop off of shares
• Little Falls (Sprout) first and third Tuesday of each month
• Staples (Sourcewell) and Pine River (Happy Dancing Turtle) the second and fourth Tuesday
• Beginning planning of the VetCSA Celebration in May

Regional Veteran and Military Exchange (RMVE) - Region 5
• April RMVE Meeting has been postponed - new date TBD.
• To access resources, visit MNME.US
• Future meeting dates: July 8, October 8

Welcoming Communities/IDI
• Assisting with Welcoming Communities Advocacy Group

Food Co-op
• GFAP workshop March 19 – Business Planning with Julie Anderholm, SBDC has been postponed. New date TBD.

Podcast
• starting the podcasting process

EDA
• Training from Dawn on EDA/CREDS work

Outreach and Professional Development
• Brainerd Regional Airport Commission meeting March 5, 2020 announced a record breaking year through their annual report. Key highlights of the report:
  o 21,557 passenger enplanements in 2019
  o The MN Dept of Transportation released a MN Statewide Airport Economic Impact study shows BRD supports $30,966,170 in total annual economic activity, while sustaining approximately 275 regional jobs.
  o BRD Provides economic efficiencies that bring competitive advantages that help local businesses create jobs that support local economies
  o BRD supports more than 275 jobs and more than $12 million in annual payroll
  o BRD generates approximately $19 million in annual spending, and $1.3 million in state and local tax revenue
  o BRD supports scheduled air service, corporate aviation, local aerial firefighting, two air ambulance operations, fish and wildlife activities, and a full compliment of aeronautical support services
  o BRD brings 14,220 annual visitors to the area
  o BRD provides essential infrastructure needed for fast, efficient business connections with daily package delivery connecting local companies and people to national and international markets or suppliers
  o For more info on the report see: http://www.dot.state.mn.us/airport-economic-study/

• Various HR duties
Alex Lisson  
Controller  

**R5DC Financials**  
- Bank Reconciliations  
- Accounts Payable  
- Credit Cards  
- ISTS Administration Report  
- ISTS Loan Reconciliation  
- Commission Per Diems  
- Payroll  
- Expense Reports  
- Trial Balance Analysis  
- Start Audit Preparations  

**R5DC Monthly/Quarterly Reporting/Billings**  
- EDA Planning Grant  
- MnDOT – Transportation  
- ISTS – Septic Systems Administration  
- MDVA VetCSA  
- MDA-GFAF  
- RTCC Billing  
- SRTS-WHA  
- Welcoming Communities  

**NCEDA Financials**  
- Accounts Payable  
- Bank Reconciliations  
- Loan Reconciliations  
- Available to Lend  
- 100 Rural Women  
- Crow Wing Food Co-op  
- Motley LDO  
- Loan Board Per Diems  
- Start Audit Preparations  

**NCEDA Monthly/Quarterly Reporting/Billings**  
- USDA Micro Payment & Reporting  
- DEED ELP Payment & Reporting  
- USDA Micro TA & Reporting  
- EDA RLF Reporting  
- NCEDA Admin Fee  

**Loan Processing**  
(EDA/RLF, USDA/Micro, USDA/HWWS, MN Dept of Ag/ISTS)  
- Loan Payments  
- ACH Requests  
- Loan Modifications/Requests
Angela Anderson  
Marketing Director

Website  
- Revisions to R5DC Website (Add/Move Content)  
- Updates to NCEDA Website (Home Page Updates)  
- Attended Meeting with Golden Shovel for TGL website  
- Update Events Page on R5DC site

Writing/Design/Print  
- NCEDA Newsletter - March  
- NCEDA Insider - March  
- Commission Agenda/Packet for March  
- RMVE Flyer for April Event  
- Long Prairie Community - Welcoming Comm. Press Release

Digital Marketing  
- Posted events on The Good Life FB page  
- The Good Life Facebook Likes up to 435 (from 433)  
- R5DC Facebook Likes up to 512 (from 497)  
- Twitter Activity on R5 and TGL Twitter accounts  
- LinkedIn Activity on R5DC account  
- Promote events/news of our partners

Sprout Mobile Market/Art Carts  
- Shared editable files of marketing materials with artists

Projects - In Progress  
- R5DC Podcasts - Deep Dive with Region Five  
- R5DC Internal Videos - 4 of 4 in final editing stages  
- Mapping out stories for The Good Life website  
- WealthWorks 2019 Report - design & beautification

Projects Completed  
- Created COVID resource page for R5DC & NCEDA websites  
- Sent COVID response letter to all contacts in CC  
- Communication Plan with Social Media Policy  
- Dying to Film/Baby’s on Broadway published to Good Life

Outreach and Personal Development  
- Trinity Children’s Center Ministry Team Board Meeting  
- Family Vacation to Florida
Stephanie Barney  
Business Loan Developer

ECONOMIC DEVELOPMENT

ISTS  
Committed Funds of $5,740.00 (Grant funds paying for 50%) in County—Requested 90-day extension—weather delay on this

NCEDA/RLF/Motley LDO:  
Collection efforts are active on any delinquent loans, one loan on modification payment plan. Funds available for lending can be found in the Financial Statements provided. Committed Funds of $279,000.00 in Todd County. We receive approximately $15,000 in loan payments to replenish the available to lend balance.

RMAP/ELP:  
Funds available for lending can be found in the Financial Statements provided. Committed funds of $27,500.00 in Todd County and $8,000 in Crow Wing County. We receive approximately $7,000 in loan payments to replenish the available to lend balance.

Outreach and Professional Development
• LEAP Board
• Bridges Career Exploration Day
• Clear Vision Conference
• Minnesota Network of Rural Community Developers
• Understanding Cash Flow: A Critical Component to the Life of Your Business - Webinar
• One Page Business Plans: Simple and Effective- Webinar
• COVID 19 Webinar and Toolkit for Business Owners
• Ruby Pantry Volunteer Training
Matt Kallroos
Regional Development Planner

TRANSPORTATION

RTCC
• Continue to work on the workplan tasks which include: Transportation Management Coordination Center, Volunteer Driver Program Committee, Beginning Groundwork for a Regional Transit Network, and Exploring ways to streamline and coordinate policies/ procedures.
• Received the Phase 3 RTCC Grant Application
• Next Board meeting is scheduled for March 19th, 2020 (POSTPONED)
• Phase 3 Grant Application is due April 15th

Safe Routes to School (Walker- Hackensack- Akeley)
• Completed the walk audit and student let out observation as part of our SRTS tasks
• Working on sending out the parent survey and gathering notes from the walk audit
• Next meeting will take place in March (POSTPONED)

Conferences
• Attended the MN Transportation Conference held in St. Paul March 3rd and 4th.

COMMUNITY DEVELOPMENT

Prioritized Implementation Planning
• Currently have pending contracts/ proposals with Crosslake.
• Crosslake EDA had made a motion to approve the proposal
• Presented to Hewitt City Council on February 11th where they accepted the proposal and have signed the contract.
• Looking to have our first meeting March 24th (POSTPONED)
• Designed to turn the goals, objectives, and strategies identified in the communities existing Comprehensive Plan into actionable priorities.
Transportation Alternatives (TA) Program

- Staff has received 5 applications for trail projects. These applications were reviewed by staff and presented to the TAC on February 5th. They were then ranked by the TAC. The top two projects ranked by the TAC were the City of Brainerd project and the City of Crosslake project. These two projects will receive Regional Significance points as they advance to the Area Transportation Partnership (ATP 3) TA Subcommittee in March.

Applications received included:

- The City of Brainerd
- The City of Crosslake
- The City of Lakeshore
- The City of Royalton
- Shingobee Township

- Staff met on March 10th as part of the ATP TA Sub-Committee to score, not only the five applications listed above, but also all of the applications that were received by MnDOT ATP 3 from throughout the ATP 3 District.

- On March 18th Staff met as part of the TA ATIP committee which is tasked with ordering all of the approved TA and STBGP projects into a single list of projects to be recommended to the ATP 3 for approval at their April meeting.

- The subcommittees results will be made public/final at the April ATP meeting (Date tbd).

Surface Transportation Block Grant Program (STBGP)

- Staff received 7 road/bridge applications for FY 2024. These applications were reviewed and scored by staff and were presented to the TAC on February 5th for funding recommendations. With just under $3.4 Million available to be programmed, and just over $8.6 Million of funding requested the TAC’s recommendation is to fund the two following projects for STBG FY2024: Cass County CSAH 5 & Todd County CSAH 2.

- If approved, the STBGP FY2024 prioritized programming list will be provided to the ATP at the ATP’s April meeting for approval.

Community Development

Comprehensive Planning

The City of Hackensack recently approved a contract with the R5DC to facilitate and conduct a planning process to update the city’s comprehensive plan. Staff will be contacting city officials and staff regarding next steps which will include identifying a local planning team, obtaining past city planning documents such as the existing comprehensive plan, city ordinances, etc. The first meeting date is yet to be determined in light of the corona virus situation.

Prioritized Implementation Planning

Staff recently finalized a contract with the City of Hewitt to conduct Prioritized Implementation Planning addressing key steps in implementing the city’s comprehensive plan.

Staff recently provided an overview presentation to the Crosslake Economic Development Authority (EDA) to provide Prioritized Implementation Planning services for the City and the EDA moved to recommend approval.

Staff is currently developing a formal proposal to be considered by the Crosslake City Council.
Cheryal Lee Hills
Executive Director

Outreach/Communication
Board/Council/Committee commitments:
Local: Regional Children’s Museum, Sprout MN Advisory Committee, Central Lakes College Advisory council, Christian Labor Union Local 8 Board Ongoing quarterly meetings with Initiative Foundation, SourceWell, CLC & MnState, 100 Rural Women mentoring

State: MADO, RED Group - Process Design Team

National: WealthWorks Hub Network

Personnel/Supervision/Administration-
Staff and Commission
• I took some PTO

Operations-Program Development/Implementation
• Fiscal Sponsorship program: Manual, eligibility questionnaire, application, template agreement

FINANCIAL - GRANTS
PROJECTS/PROGRAMS: (recently awarded)
• NCEDA will fiscally administer a grant from MMFCU for Crow Wing Food Cooperative
• Hackensack Comp Plan Proposal $7k-ish. No match.

PENDING: (applied and waiting for response)
• Welcoming Communities 3.0. - Sourcewell investment. $81,250. no match
• R9DC asset mapping tool - EDA grant. $75k for R5DC over two years with no match.
• Community Energy and Environment Strategic Planning (CEESP) - MPCA grant. Consultant partner: RREAL founders BJ Allen & Jason Edens. $3,750. to R5DC if awarded with a staff time match of $8,750.00

IN PROGRESS: (crafting applications) -
• RTCC Phase 3.0

POTENTIAL: pursing idea/partners:
(NOT yet crafting applications) -
• Business Accelerator
• LLBO participation in EDA grant funded planning - potentially a Blandin grant.

DENIED:
• None at this time
FOR IMMEDIATE RELEASE

March 3, 2020

Long Prairie Community Launches Welcoming Communities Advocacy Group

STAPLES, MN – Region Five Development Commission (R5DC) announces the selection of the community of Long Prairie as a member of their Welcoming Communities Project. This is a community-led project that exemplifies goals that bridge cultures, funded by a grant from the Northwest Area Foundation.

The Long Prairie community has formed a Welcoming Community Advocacy Group, made up of students, educators, residents, elected officials, nonprofit and community leaders. The Welcoming Communities program is focused on workforce attraction and expanding cultural agility for individuals, organizations, and communities. If you would like to become involved in this Long Prairie community initiative, please contact Mayor Jodi Dixon at 320.732.2167 or via email at jodidixon8470@gmail.com.

Contact Dawn Espe at despe@regionfive.org or 218-894-3233 if you are interested in learning more about participating in this program

Pictured in photo (left to right):
Nicole Bjerke (CentraCare), Rick Utech (Todd Co EDA), Lu Brunkhorst (Long Prairie Chamber) and Mayor Jodi Dixon (Long Prairie Senior Center)

About Region Five Development Commission

Enhancing the vitality and quality of life in Cass, Crow Wing, Morrison, Todd and Wadena counties is the mission of Region Five Development Commission. Resiliency, inclusion and collaboration are guiding concepts in achieving mutually shared goals that continue to evolve with local municipalities, state, federal agencies, philanthropic, non-profit and social advocacy agencies. Visit www.regionfive.org to learn more.

XXX
Commission Evaluation February 2020

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**Staff Presentation: Comprehensive Planning** Share 3 new things you learned about Comp Planning:

- Comprehensive Planning – didn’t know
- Tad is outstanding
- Prioritized Implementation Program is very important, especially for the smaller communities with limited resources for implementation.
- Information was very good.
- Planning throughout many communities, thanks Hewitt/Brainerd for testimonials, cost range
- Liked Tad’s program recap
- It brings focus to the community to be engaged, can bring order and vision to community development, helps to focus resources so that they are used effectively.
- Keep up with explanation of information of what staff programs are
- Public input is important, implementation, implementation, implementation, vision of community not same as zoning code.

Thank you for your responses! Region Five Development Commission
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**X INDICATES PRESENT**

July and November are Board Meetings only