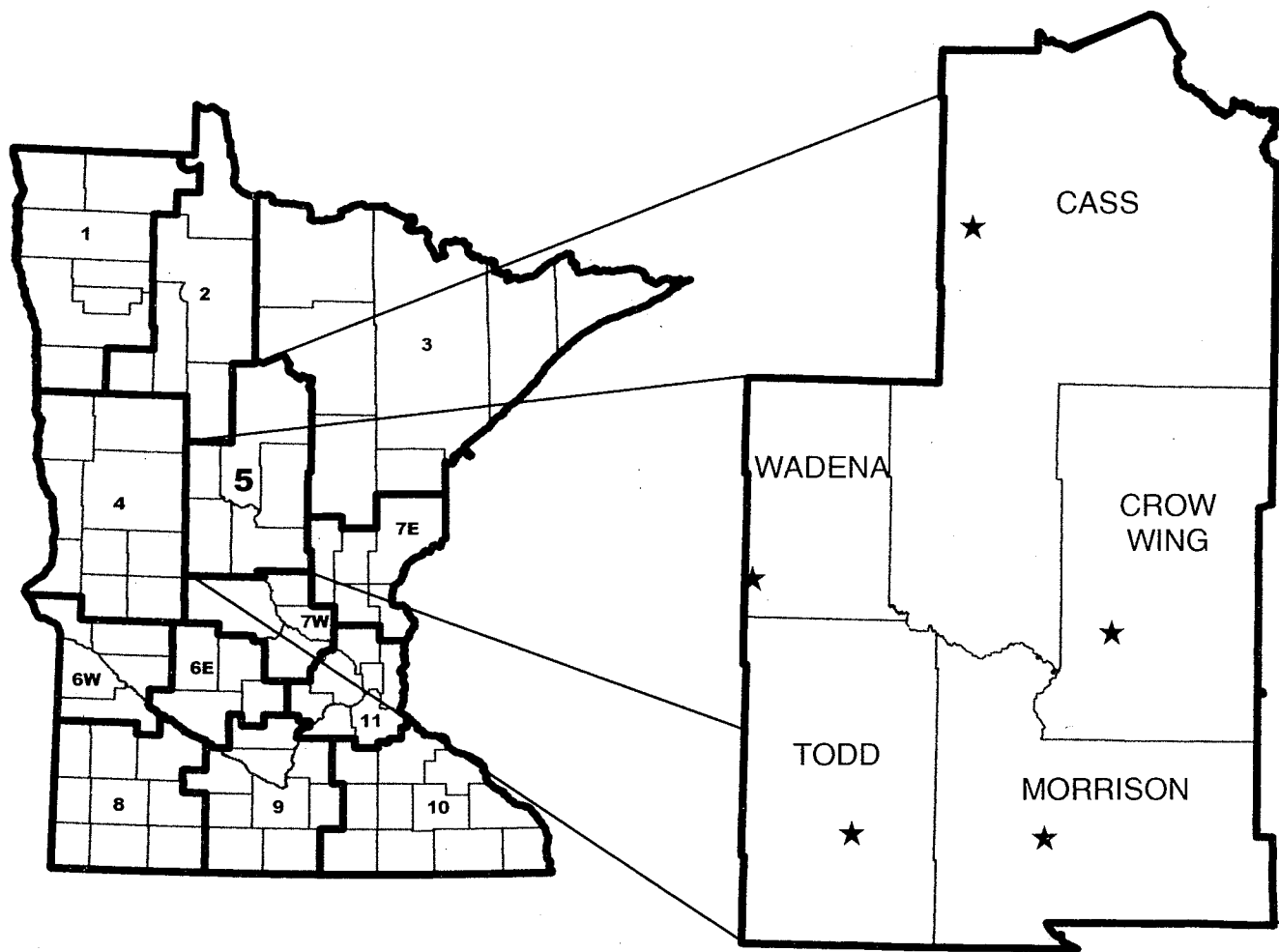


Region Five

04 - 0384

Development Commission

Annual Report
JULY 1, 2003 - JUNE 30, 2004



Serving Local Communities in Cass, Crow Wing, Morrison, Todd & Wadena Counties

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2003/
2004

Region Five Development Commission
611 Iowa Avenue Northeast
Staples, Minnesota 56479
218-894-3233

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Chairman's Report FY 2004

June 26, 2004

Fiscal year 2004 has been an outstanding year for the Region Five Development Commission. The Commission has been on the move and made some changes along the way. We therefore wanted to provide an update to those we have worked with in the past and look forward to working with in the future. As you may notice Region Five has changed their logo, restructured some departments and updated our mission statement. Our personnel policies were rewritten, currently under legal review, and we are currently searching for office space upgrade options, which includes the possibility of new construction. There are many new faces at the region and new programs that we have started which fit into our mission statement.

Some of the new faces in the past year are commissioners Mark Platta, Orville Meyer, Erick Hedren, and staff members Jennifer Hawkins, our Economic Development Director, Shannon Worden, Housing Assistant, Mickey Finn, Construction Supervisor and Chris Etzler, Transportation Coordinator. We are excited to have them join our team at Region Five.

Some of the projects that we have worked on recently and are looking at in the future are:

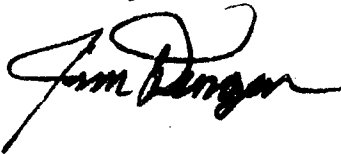
- o Job Opportunity Building Zone (JOBZ) administrator for Cass, Crow Wing, Morrison, Todd and Wadena Counties as well as the cities of St. Cloud and Sartell
- o Self Help Housing Program
- o Restructuring departments to form a Physical Resources Department
- o Geographic Information System (GIS) Day
- o Infrastructure Workshop for cities
- o Legislative listening session
- o 1st Annual Region Five Open House in August
- o Water Quality assessment and assistance for area lakes
- o Pre Disaster Mitigation for Cass, Morrison and Wadena Counties

As we continue with our core activities and expand program offerings we want to keep the local units of government and the public informed. Additionally we are excited to collaborate with many partners in these endeavors to avoid duplication, increase the effectiveness of our work and to compile as many resources as possible.

Brochures and fact sheets on each of our departments and a more detailed list of the projects they are working on is available at your request.

If you have any questions or would like to discuss any of these projects further please contact the Region Five staff or stop in. We would love to hear ideas on ways to collaborate on projects and how agencies and organizations can work together to increase the resources and effectiveness for our local communities. We are also very excited to continue working with our current partners.

Sincerely,



**Jim Demgen, Chairman
Region Five Development Commission**

COMMISSION MEMBERSHIP
(As of June 30, 2004)

CASS COUNTY REPRESENTATIVES

Jim Demgen, East Gull Lake
Erick Hedren, Hackensack
William Bliss, Longville

Board of Commissioners
Municipalities
Town Boards

CROW WING COUNTY REPRESENTATIVES

Gary Walters, Baxter
Harold Krause, Nisswa
Mark Platta, Pequot Lakes

Board of Commissioners
Municipalities
Town Boards

MORRISON COUNTY REPRESENTATIVES

Tom Wenzel, Little Falls
Duane Johnson, Swanville
James Wielinski, Little Falls

Board of Commissioners
Municipalities
Town Boards

TODD COUNTY REPRESENTATIVES

Stan Sumey, Staples
DeWayne Hulke, Clarissa
Alan Perish, Browerville

Board of Commissioners
Municipalities
Town Boards

WADENA COUNTY REPRESENTATIVES

Orville Meyer, Wadena
Wayne Wolden, Wadena
William Kern, Verndale

Board of Commissioners
Municipalities
Town Boards

CITY OF BRAINERD REPRESENTATIVE

Lucy Nesheim, Brainerd

City of Brainerd

COUNCIL OF GOVERNMENTS

Gene Young, Little Falls

Little Falls Area COG

REGION 5 SCHOOL BOARDS

Judith Taves, Wadena
Mark Haglin, Staples

School Board Representative
School Board Representative

LEECH LAKE TRIBAL COUNCIL

Vacant

Leech Lake Tribal Council

SPECIAL INTEREST GROUPS

Ted Winkels, Verndale

Soil & Water Conservation
District (SWCD)

Region Five Development Commission



1st Row: Gene Young, Jim Demgen, Ted Winkels, Duane Johnson, Mark Haglin, Erick Hedren; 2nd Row: Tom Wenzel, Gary Walters, William Kern, Lucy Nesheim; 3rd Row: Alan Perish, Jim Wielinski, Harold Kraus, Orville Meyer, Mark Platta, Stan Sumey; 4th Row: Wayne Wolden and William Bliss
Not Pictured: Judy Taves, Delina White, and DeWayne Hulke

BOARD OF DIRECTORS

(As of June 30, 2004)

Jim Demgen, Chairperson
Lucy Nesheim, Vice-Chairperson
Judy Taves, Secretary
Jim Wielinski, Treasurer
William Bliss, Director
Stan Sumey, Director
William Kern, Director



STAFF

(As of June 30, 2004)

ADMINISTRATION

Robert Hutton, Executive Director
Ron Fox, Finance Officer
Crystal Riddle, Office Manager



Ron Fox

SENIOR PROGRAMS

Sharon Notch, Senior Outreach Specialist
Kathie Phillips, Senior Outreach Specialist

PHYSICAL RESOURCES

Timothy Schmidt, Community Development Director
Peggy Sammons, GIS Coordinator
Sandra Kruse, Special Projects
Chris Etzler, Transportation Coordinator



Crystal Riddle

ECONOMIC DEVELOPMENT

Jennifer Hawkins, Economic Development Director
Anne Hanson, Economic Development Assistant

HOUSING

William Higgs, Housing Coordinator
Shannon Worden, Self-Help Assistant
Herman Finn, Self-Help Construction Supervisor

ADVISORY COUNCILS/TASK FORCES

(As of June 30, 2004)

<u>ECONOMIC DEVELOPMENT TASK FORCE</u>	<u>REPRESENTING</u>	<u>COUNTY</u>
Lucy Nesheim, City of Brainerd	Advisor	Region Five DC

<u>TRANSPORTATION COUNCIL</u>	<u>REPRESENTING</u>	<u>COUNTY</u>
Jim Wielinski, Little Falls	ATP Representative	ATP
Dave Enblom, Walker	Co. Hwy. Engineer	Cass County
Duane Blanck, Brainerd	Co. Hwy. Engineer	Crow Wing County
Jeff Hulsether, Brainerd	City Engineer	Crow Wing County
Steve Backowski, Little Falls	Co. Hwy. Engineer	Morrison County
Jerry Lochner, Little Falls	City Services Mgr.	Morrison County
Duane Lorsung, Long Prairie	Co. Hwy. Engineer	Todd County
Russell Larson, Wadena	Co. Highway Engineer	Wadena County
Vacant	Region Five Townships	Townships
Steve Voss, Brainerd	District 3	MN/DOT
Vacant	Region Wide Aviation	Region Five Area
Bob Erdrich, Little Falls	Region Wide Railroads	Region Five Area
Pam Jenson, Transit	Transit	Region Five Area
Trevor Walter, Baxter	City Engineer	Crow Wing County
Tom Wenzel, Little Falls	Council Chairman	Morrison County
Gene Young, Little Falls	Council on Governments	COG's, RDO's

Ex-Officio Members

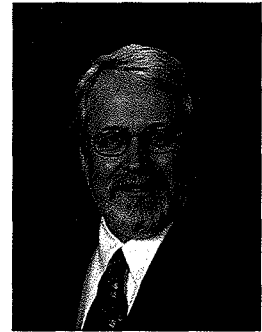
Kevin Howieson	District 3	MN/DOT
Chris Etzler	Region Five	Region Five

What R5DC is all about:

The Region Five Development Commission (R5DC) is a political subdivision devoted to assisting local governments, development organizations, and community leaders in central Minnesota who are working to build and improve their communities.

The R5DC is responsive to its clients by providing high quality planning and development services to identify needs and develop strategies to find resources to carryout projects.

The area served by the R5DC includes the counties Cass, Crow Wing, Morrison, Todd, and Wadena.



Robert Hutton

The MN Legislature through the Regional Development Act of 1969 established Regional Development Commissions. Research found that issues of growth and development transcended boundary lines of local government and that common solutions to local problems could be found by the pooling of resources through intergovernmental cooperation. The R5DC was formed in 1973 by local units of government in this spirit.

INFORMATIONAL SERVICES

The Region Five Development Commission is a Regional Information Center for many types of information including, but not limited to, Management and Administration, Community Development, Economic Development, Transportation, Affordable Housing, GIS services, programs for seniors, and census data.

The information is available through various methods including a library, a computer modem linking Region Five with state data banks, referrals, and quarterly newsletters published and distributed by Region Five.

Program Directors provide latest available planning technical information and expertise, to any requesting local government, in the area of Transportation, Community Development, Economic Development, Housing, GIS, and Aging issues.

SENIOR PROGRAMS

The Aging Services of Region Five have been very active through this past fiscal year July 1, 2003 through June 30, 2004.

However, there were many struggles as we transitioned to "home offices" as well as voluntary de-designation of our Area Agency on Aging. This meant learning new service delivery practices in order to be as efficient as possible with the allotted funding available. Yet also to ensure that the needs of the senior citizens and other clients in the five county area were met



Sharon Notch

Throughout the early part of this fiscal year and well into all of 2004 both Kathie Phillips and Sharon Notch Senior Outreach Specialists for the Region 5 Development Commission, worked diligently to be "visible" to the clients and agencies throughout the Region. This included presentations on the following:

- Senior Surf (Internet) classes to help detect Medicare Fraud & Abuse
- Medication Management Sessions
- 7 separate Clinic Pilot Projects to assist low-income individuals with receiving medications directly through the pharmaceutical manufactures and also screening for Medicare Savings Programs to assist with the monthly Medicare Part B premiums & co-pays.
- Medicare Discount Cards including options, Medicare Part D benefit *these presentations were held throughout the Region and also included Press Releases, Radio station interviews: KEYL, KLTF, WJJY Radio.
- RxConnect (Statewide service of the Senior LinkAge Line® to assist all low-income individuals in the State with help for their medications through drug manufacturers. *This also included a forum on Prescriptions/RxConnect in Little Falls with Representative Greg Blaine where both Kathie and Sharon answered questions for guests.
- A number of health fairs were attended including Wadena, Cass & Crow Wing County.
- Held informational sessions at a number of Senior Dining Sites in the five county area as well including: Walker, Brainerd sites, Menahga, Royalton, Eagle Bend, Wadena, Randall, Swanville, Upsala, Pine Grove Manor, Alverna Apts, to name a few.

Other collaborations and presentations included Caregiver Workshops, Public Health Clinics, County Social Service Agency, Collaboration with Minnesota Kinship Caregivers Association and also Lutheran Social Services Caregiver/Respite Program.



Kathy Phillips

Office Hours or "Sites" were set up throughout the Region especially during the second half of the fiscal year when we endured a 30% budget cut thus limiting the mileage allowed to complete outreach. A few of the sites include: Brainerd Senior Center; YMCA of Brainerd; Todd-Wadena-Morrison County Social Services. These outreach sites have proven to be a wonderful/joint collaboration to build the relationships amongst service providers as well as increase outreach in itself giving clients a "central" location to receive one-on-one assistance.

COMMUNITY DEVELOPMENT



Tim Schmidt

The Community Development component of the Region Five Development Commission provides technical assistance to local communities in comprehensive planning and ordinance development, as well as grant writing, conducting local and regional studies and reports, and providing U.S. Census data.

TECHNICAL ASSISTANCE

(The following Contracts/projects have been completed in FY04)

PROJECT NAME

Ideal Township Comprehensive Plan
Ripley Township Comprehensive Plan
City of Royalton Comprehensive Plan
City of Pierz Zoning Ordinance
Daggett Brook Township Comprehensive Plan
Garrison Township Community Survey

COUNTY

Crow Wing
Morrison
Morrison
Morrison
Crow Wing
Crow Wing

PROJECT NAME

All Hazard Mitigation Planning
Morrison County Comprehensive Plan
City of Swanville Multi-component Project

STATUS

Completion 8/04
Completion 8/04
Completion 4/05

The community planning program has also established a Project Priority List to manage future projects. The following projects either have been contracted to begin in FY '05 or are pending contract through preparation during FY '04:

PROJECT NAME

City of Sebeka Comprehensive Plan
Jenkins Township Comprehensive Plan
Garrison Township Comprehensive Plan
City of Little Falls Comprehensive Plan
Regional Trails Planning

STATUS

Wadena
Crow Wing
Crow Wing
Morrison
Region-Wide

ECONOMIC DEVELOPMENT

The Economic Development Department of Region Five serves as the federally designated Economic Development District of the region. This designation enables the Region Five counties to receive federal grants through the Economic Development Administration. The Economic Development Department is staffed with one full-time and one part-time employee.



Jennifer Hawkins

The annual Comprehensive Economic Development Strategy (CEDS) was completed in July of 2003. It was presented and approved by the five county boards. An annual Economic Development Survey was administered to counties and municipalities as part of the report preparation. The survey measured economic development goals, business activity, and infrastructure needs and plans, among other things. The results were included in the 2003 CEDS report.

The Economic Development Department has been active in identifying and promoting regional projects for EDA funding. This office prepared three applications for EDA during FY02 and Region Five continued administering one of these projects during FY04. The EDA grant to help displaced Potlatch Paper plant workers is a two year program. The grant funded activities will end at the end of calendar year '04. This program is mostly impacting the Crow Wing County area.

Network 5 meetings were held bi-monthly in various locations throughout Region Five. Network Five brings together individuals working to enhance the vitality of the region. Organizations such as EDA, DEED, WorkForce Center, MNScu and USDA have been represented at each Network 5 meeting as well as local economic development organizations and legislative representatives. Brainerd, Bertha, Little Falls, Wadena and Staples each hosted meetings during FY04. Between 20 and 40 participants attended each meeting. Speakers were provided at each meeting on topics such as Region Five demographics, Job Opportunity Building Zones, entrepreneurship by Minnesota Rural Partners and the Brainerd SBDC. We added an annual legislative meeting in December of 2002; and hosted another again 2003. Both of these meetings were well attended and are helping to promote a healthy networking system in Region Five. These meetings have reinforced a strong economic development presence in Region Five and they are essential to developing connections to funding organizations for the future of the region.

The ED Department administers the EDA regional revolving loan fund for the North Central Economic Development Association (NCEDA). The organization maintains a 501c (3) status and has its own full corporation and board of directors. The NCEDA Full Corporation met in spring and fall. The Full Corporation held their annual dinner meeting in March and will hold a summer meeting and tour of a local business that was funded in part by the NCEDA on June 15, 2004. The NCEDA Board of Directors met 12 times. The board reviewed 17 applications in FY04 for business financing and approved 10 loan projects thus far. Four were denied, one was withdrawn and two are pending.

Information on the revolving loan fund was presented to all five county boards during the CEDS presentation. A survey of local loan funds was administered identifying financing resources. A quarterly newsletter, the NCEDA Report, was developed to distribute to lenders, NCEDA recipients and NCEDA board members. The newsletter was published in FY03.

The Individual Sewage Treatment System (ISTS) loan program continued in Cass, Crow Wing and Wadena Counties in FY03. It provides 3% interest loans for ISTS projects in these counties. Applications were made for this funding and 16 loans were approved through the Minnesota Department of Agriculture in FY 2003.



Anne Hanson

In late 2003, Region Five was designated as the Zone Administrator for the Job Opportunity Building Zones in Crow Wing, Cass, Morrison, Todd, and Wadena Counties as well as the acreage designated in St. Cloud and Sartell. The Economic Development Department worked closely with the local communities and economic development professionals to ensure proper implementation of the program. A regional marketing effort was also initiated in association with JOBZ.

GEOGRAPHIC INFORMATION SYSTEM (GIS)

Throughout FY2004, the IGS Program has been successfully integrated with all the other programs at Region Five. This integration is illustrated by the demand for GIS



Peggy Sammons

products of maps and analysis. These products have been used to assist and enhance planning meetings and grant applications throughout the year for projects such as JOBZ (Job Opportunity Building Zone, and economic development program that Region Five administers); Self Help Housing; Ideal Township Comprehensive Planning Process; Pre-Disaster Mitigation All-Hazard Planning for Cass, Morrison, and Wadena Counties; and the Scandia Valley Road Recording process.

Maintenance of hardware, software, and data for a solid GIS

The GIS Coordinator had four hours of computer training in FY2004. Toward the end of FY2004, Region Five was starting a process of transferring from one type of server to another; this required an extensive amount of GIS data re-examination and saving every project file with relative pathway designations. This has led to a new internal GIS program policy that all project files will be saved with relative paths. Thankfully, Region Five only had to deal with a couple minor virus issues throughout the year and none of them corrupted the GIS software or data. The GIS Coordinator assisted in resolving over 25 issues with hardware, viruses, and software for agency use.

The GIS Program had one GIS-Only Technical Assistance contract and assisted in 18 other projects where GIS was incorporated into the contract. GIS products have also been used to compliment regional reports such as the CEDS (Comprehensive Economic Development Strategy), NCEDA (North Central Economic Development Association) Reports, and the Region Five Annual Report.

With every additional project that is worked on, the GIS database grows. In the first half of the year, the database saw an approximate 300% growth rate. The work being done for the Pre-Disaster All-Hazard Mitigation Plans has also increased the growth of the total amount of data being maintained at Region Five. It is an internal policy that file structure is of great importance and it is attempted to be maintained in a standard format at all times.

Initiative Foundation Grant: Regional GIS

Region Five extends many thanks to the Initiative Foundation serving central Minnesota for their part in contributing to the start up of the GIS program and the creation of the Regional Base-Map Series. This grant was closed on December 31, 2003 and the last payment was received on February 9, 2004. The digital basemaps were created for all local units of government (townships and cities) in Crow Wing, Morrison, and Wadena Counties. Not all units have their paper maps, yet, but the digital layers are all complete and documented. These basemaps will be a great base layer for additional projects in the future. Data was not collected for Todd and Cass Counties as they have fully functioning County GIS programs and their local units of government rely on the County to provide their GIS products. Many thanks, also, to Tom Houle, a GIS Consultant, who helped us complete many of the maps and documentation for the base

map series.

GIS Day: November 19, 2003

Region Five held an Open House on November 19, 2003 in honor of national GIS Day. All local units of government in the Region Five five county area were invited to attend the all day Open House. There were educational question and answer boards with geography questions. Dan Ross, the MnDOT (Minnesota Department of Transportation) Senior GIS Specialist, gave a presentation on the history of GIS in Minnesota. We had a ceremony where we presented the Initiative Foundation of central Minnesota and the Economic Development Agency with plaques thanking them for the start up funding for the GIS program at Region Five. The Wadena Bakery made us great earth shaped and decorated cookies that everyone thoroughly enjoyed.



Thanks to Representative Dean Simpson for showing his support for the GIS program by attending the Open House. Pictured here: Dean Simpson and Pat O'Regan, Mayor of the City of Motley.

Kerry Lindgren, a Staples High School teacher, brought two of his classes of students over to our office to find out what GIS is.

There were also high school students who assisted throughout the day, demonstrating County web site mapping programs and printing out maps for other Open House attendees.

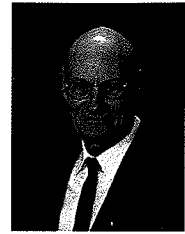
Region Five as a Regional GIS Resource

A GIS/Technology Survey tool was distributed to all Region Five local units of government in October and November of 2003. There were 103 surveys returned. The results showed that townships rely on the County to do the majority of their GIS or technology projects. Cities in Cass and Todd County look to the County to fill that roll and the cities in Crow Wing, Morrison, and Wadena Counties either have their own GIS program or they work with the planning and zoning departments of the County. Items that were indicated as a need are: soils, wetlands, zoning maps, cemeteries, utilities, sewer and water lines, parcels, infrastructure, and annexation.

Also from the survey, Region Five garnered an email list of GIS and technology users who are interested in updates or topics involving GIS. The GIS Coordinator has created an email list for each of the five counties and mails out information regarding grants, workshops, and other matters of interest to the GIS Community two to five times a month.

HOUSING

Fiscal Year 2004 began on a positive note as we received a \$140,000 grant and a \$280,000 loan from the Minnesota Housing Finance Agency. The loan portion is to be repaid by January 1, 2005. Next, the Department of Corrections provided a loan in the amount of \$125,000 and also supplied a second crew to build additional houses in the region. The year continued as we then applied for and received a \$240,000 loan from the Greater Minnesota Housing Fund. At this time the Housing Department has \$785,000 to work with.



William Higgs

We have also applied to Minnesota Housing Finance Agency for a \$480,000 loan to provide housing in the JOBZ areas of Region Five Development Commission, however we feel that this loan will most likely not be approved in the grant round. We are uncertain at this time whether we will reapply in the next grant cycle.

So far this fiscal year we are pleased to report that we have completed and sold two homes in Staples, three homes in Brainerd, and one home in Randall. Crews are continuing to work on two homes in the Clarissa area – one of these has been sold and one has a purchase agreement. This is also true for the two homes in the Pine River area – one has been sold and one at this time has a purchase agreement. Crews are also working to complete one more home in the Randall area and one home in the Verndale area. This summer they will be busy building on newly acquired lots in Pine River and Milaca. The house in Milaca will be the result of a new collaborative effort with the Region 7E Development Commission.

In February, the Housing Department was able to add a Housing Assistant by utilizing a two-year \$35,000 grant from the Bremer Foundation. There is \$19,333 allocated for the first year and \$15,667 for the second year. The Housing Assistant will be available to assist with various projects within the Housing Department, however has been initially concentrating on the Self Help Housing Program.

We are also pleased to announce that in late February we received approval to continue with the pre-development phase of the new Self-Help Housing Program. The approval comes with a \$10,000 technical assistance grant to help prepare for the final application. In the final application, we propose to build twelve homes in two years in the Brainerd area. The search for families to participate in the program as well as suitable lots for them to build on has been consuming much of the Housing Department's time in the past several weeks. We are hoping to begin construction on the first five homes by early June.



Shannon Worden

In addition to the above projects, the Housing Department staff have been attending workshops, seminars and meetings that not only offer valuable training information but also provide a wonderful networking environment to promote existing projects while keeping an eye out for future endeavors.

REGIONAL TRANSPORTATION INITIATIVES PROGRAM

Fiscal Year 2004 had a different look and feel to the Region Five Development Commission Transportation Initiatives Program. The retirement of the long time Transportation Initiatives Director and the hiring of a new Transportation Coordinator were a big part of the programs change. As well as the staff change, the program now falls under the Physical Resources Department and is directed by the Physical Resources Director. Like years past, several transportation planning activities took place. The activities included local transportation issue solution assistance, modal development and funding processes, MnDOT-District ATP related program work, railroad corridor safety project assistance, Transportation Advisory Council staffing and facilitation, Region Five internal program collaboration, and other related activities.



Chris Etzler

Administration

MnDot Grant Administration

Throughout the year staff has worked to fulfill the program obligations of the MnDOT planning grant contract by monitoring local, state and federal transportation programs.

Transportation Advisory Council

The Transportation Advisory Council (TAC) met four times during fiscal year 2004. Each meeting was coordinated and facilitated by the Region Five Transportation staff. The February meeting of the TAC was an all day meeting where they were charged with the responsibility of reviewing FY2007 eligible federal projects and recommending the top projects for approval by the Commission to be forwarded onto the ATP. Several of the eligible federal projects included Transportation Enhancement projects, all of which Region Five staff assisted with the submittal process. Also, the Region Five TAC was able to fill one of three vacant positions this past year.

Central Minnesota Area Transportation Partnership

Transportation staff also participated in several Area Transportation Partnership (ATP) activities including the development of the Area Transportation Improvement (ATIP) and State Transportation Improvement Programs (STIP). The development of the ATIP and STIP required coordination between local road authorities and state and federal funding sources. Staff coordinated the Transportation Council's responsibility for reviewing FY2006 annual eligible federal project selection process, culminating in a well documented and RDC approved list of priority local projects.

Modal Transportation Activities

Transit

During the course of FY2004 Region Five Transportation staff continued to monitor regional transit service. Staff participates as a funding/ranking reviewer of applications for Section 5310 public vehicles in the MnDOT District 3 area, and provided application assistance to existing or new applicants.

Trails

Regional trails development became a priority this past year. Staff has begun the process of developing a Region Five Trails Plan by collaborating with several Regional trails groups, cities and counties. Along with the local collaboration, staff has attended and participated in many trails oriented seminars and workshops as well as the Parks and Trails Summit in preparation of the plan development in 2005.

MnDOT District 3 Activities

Two projects of note that Region Five Transportation staff has been working with District 3 to successfully complete are the Districts Long Range Plan and the ITS Scoping Study. To successfully plan, operate and maintain an Intelligent Transportation System (ITS), a steering committee was established. Region Five staff has been an active member of this committee.

Region Five co-sponsor a region wide public meeting to receive input on the future of transportation on the region. As well as public meetings, staff has also reviewed and commented on the draft plan.

Freight, Rail, Waterways (OFRW)

Staff is monitoring the Todd-Wadena County Area road crossing safety improvement project as well as the TH 210 Road Corridor Improvement. Staff continues to assist local governments as requested along this latter corridor.

Local Road Authority Projects

Staff continuously links with local road authorities to provide technical or project assistance throughout the fiscal year. One ongoing program is township assistance in recording their public interest in existing town roads in county offices. Road system management concerns are assisted with draft or sample policies/ordinances customized to deal with local issues or concerns.

Inter-Regional / State-Wide Transportation Activities

Staff participates with other RDC Transportation Program activities through communications and quarterly planner meetings held throughout the state.

GRANTS AND SPECIAL PROJECTS



Sandra Kruse

Special Projects has been busy this year in many different areas of the Region Five Development Commission. Many of the activities performed are incorporated in other department's reports and are part of the larger projects. Some of those projects include:

- Gathering census data for comprehensive plans and Pre Disaster Mitigation Planning plans
- Collecting information for the DIAMTR project for Todd County
- Inputting and tabulating survey information for comprehensive plans.
- Put Swanville Ordinances into electronic form.
- Assist with the GIS Day preparations.
- Assist with Census Data requests that come into Region Five
- Collaborated to complete the Self Help Housing grant application
- Wrote a grant to Otto Bremer for a housing assistant
- Wrote a loan application to Minnesota housing Finance Agency to build homes in JOBZ area.
- Wrote application to University of Minnesota to have a student assist region Five with a housing study.
- Wrote a grant to assist with maintaining and storing the maps at Region Five which need to be kept permanently.
-

Certain counties have requested Region Five to do studies to assist the county. Two of these studies this year were:

- Aggregate Material Tax.
- Medical Examiners Office for the region.

Closing of Aging files and the financial parts of the program has also been a priority in this position over the past year.

- The transition to getting files to Central Minnesota Council on Aging (CMCOA),
- Assessments of 2003 projects in collaboration with CMCOA.
- MBA come to the office and do a close out of all of the files up to the year 2001.
- We look forward to being closed out through 2003 hopefully by the end of this year.

Another area is investigating possible grants for Local Units of Government, Communities and small non profits has also been a part of this position.

- Developing a list of places to forward on grants that can be helpful has been a goal that has slowly been taking shape.
- A grant writing workshop for fire departments was held in April to help them write a grant for money for equipment and training.

- Trying to get the information out to organizations and also assist with writing the grants which they do not have time or knowledge to do is something that can be beneficial to communities.
- Assisted with grant researching for a project in Pequot Lakes to build a environmental studies and equestrian exposition center.

Finally getting records retention schedule for the region and to assist in what in the office needs to be kept and what files are no longer needed has also been a big project. With the office manager many files have been stored or destroyed to organize what is at Region Five for records and to free up storage space.

With the development of this position there are a lot of other projects that are going to be accomplished within Region Five that will compliment other departments as well as assist local communities.

	<u>REVENUES</u>	Budget04	YTD 5/04	(Ovr)Undr	%of Bdgt
400	Federal Grant Revenues	69,334	67,395	1,939	97.20%
402	Local Tax Levy	220,448	114,562	105,886	51.97%
403	Miscellaneous Revenues	750	3,091	(2,341)	412.07%
	PYMTS FROM OTHER				
406	AGENCIES	53,635	118,439	(64,804)	220.82%
411	State Grant Revenues	50,000	40,280	9,720	80.56%
412	Local Contracts & T.A.	268,619	99,000	169,619	36.86%
413	Affordable Housing Sales	800,000	511,039	288,961	63.88%
414	OTHER GRANTS/AWARDS	12,500	46,800	(34,300)	374.40%
427	MN Dept OF Agriculture	0	78,806	(78,806)	0.00%
428	Principal Repaid	48,475	56,924	(8,449)	117.43%
429	Origination Fees	0	1,546	(1,546)	0.00%
430	Interest Income On Loans	0	2,825	(2,825)	0.00%
434	Sta Mkt Vlu Hmstd Cr Pmnt	24,000	19,555	4,445	81.48%
435	Product/Service Income	0	79	(79)	0.00%
436	Int Inc Deposits	2,250	1,950	300	86.67%
438	JOBZ Marketing Income	0	2,000	(2,000)	0.00%
	Revenue	1,550,011	1,164,290	385,721	75.11%

	Budget04	YTD 5/04	(Ovr)Undr	%of Bdgt
500 Salaries	259,258	263,382	(4,124)	101.59%
505 Fringe Benefits	79,419	96,861	(17,442)	121.96%
507 PERA (Employer Share)	0	364	(364)	0.00%
512 Unemployment Compensation	6,000	9,208	(3,208)	153.47%
515 Consultants	7,000	6,576	424	93.94%
516 Audit/Legal	9,000	4,270	4,730	47.45%
517 Staff/Comm Travel - Meals	0	884	(884)	0.00%
519 Meeting Expense Misc	0	1,379	(1,379)	0.00%
520 Staff Travel - Mileage	28,601	5,360	23,241	18.74%
521 Consultant Travel	3,600	0	3,600	0.00%
522 Commission Travel	3,500	5,264	(1,764)	150.39%
523 Commission Per Diem	18,000	12,535	5,465	69.64%
524 Council Travel	0	722	(722)	0.00%
526 Staff/Comm Trvl-Lodging	0	902	(902)	0.00%
527 Staff Trvl Transportation	0	1,016	(1,016)	0.00%
530 Reproduction & Printing	0	1,764	(1,764)	0.00%
531 Telephone	600	403	197	67.11%
532 Rent	7,781	0	7,781	0.00%
533 Staff Car	2,988	6,779	(3,791)	226.88%
534 Postage	0	2,722	(2,722)	0.00%
535 Office Supplies	3,350	3,011	339	89.87%
537 Computer Supplies	876	1,092	(216)	124.68%
538 JOBZ Marketing Expenses	0	59	(59)	0.00%
540 Insurance - Office	106	171	(65)	161.56%
541 Equipment	6,500	241	6,259	3.71%
542 Maintenance - Equipment	0	5,157	(5,157)	0.00%
545 Books, Maps & Memberships	2,875	5,110	(2,235)	177.75%
561 Subscriptions	0	295	(295)	0.00%
562 Region Five Marketing	0	50	(50)	0.00%
563 Workshop Expense	9,487	3,805	5,682	40.11%
565 Potlatch Labor Force Assm	0	1,350	(1,350)	0.00%
566 Potlatch Marketing	0	7,546	(7,546)	0.00%
567 Potlatch Visioning	0	33,440	(33,440)	0.00%
569 Bank Service Charges	0	80	(80)	0.00%
570 Miscellaneous Expense	7,650	10,839	(3,189)	141.69%
574 Interest Expense	0	25	(25)	0.00%
575 Pmts. to Other Agencies	37,571	24,440	13,131	65.05%
577 Cr Bur Rpts\Othr Ln Csts	0	16	(16)	0.00%
578 Loan Closing Costs	0	1,012	(1,012)	0.00%
579 Loans Disbursed	0	91,134	(91,134)	0.00%
580 Nwsppr/Radio/Other PSA	0	5,290	(5,290)	0.00%
597 Indirect Costs	183,072	160,956	22,116	87.92%
600-699 Hsg Construction	761,400	705,966	55,434	92.72%
Expenses	1,438,634	1,481,475	(42,841)	102.98%

Miller, McDonald, Erickson & Moller, Ltd.

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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE BASED ON AN AUDIT OF
THE GENERAL PURPOSE FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH THE MINNESOTA LEGAL COMPLIANCE
AUDIT GUIDE FOR LOCAL GOVERNMENT**

The Board of Directors
Region 5 Development Commission
Staples, Minnesota

We have audited the general purpose financial statements of the Region 5 Development Commission, as of and for the year ended June 30, 2003 and have issued our report thereon dated November 18, 2003.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the provisions of the Minnesota Legal Compliance Audit Guide for Local Governments, promulgated by the State Auditor pursuant to Minnesota Statutes Sec. 6.65. Accordingly, the audit included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The Minnesota Legal Compliance Audit Guide for Local Governments covers five main categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, and claims and disbursements. Our study included all of the listed categories.

The results of our test indicate that for the items tested, the Region 5 Development Commission complied with the material terms and conditions of applicable legal provisions.

This report is intended solely for the use of the Region 5 Development Commission and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Miller, McDonald, Erickson & Moller, LTD.

November 18, 2003
Bemidji, Minnesota