



Visions Northwest Regional Economic Development Group
A Division of the Wisconsin Business Innovation Corporation

AGENDA
10:00 AM to 12:00 PM – November 11, 2015
WITC - Hayward, WI

1. Call to Order
2. Roll Call
3. Approval of September 9, 2015 Meeting Minutes
4. Wisconsin Housing and Economic Development Authority (WHEDA) Presentation – Bryan Antony
5. Update on WEDC FY16 Base Funding Contract/1st Quarter Report
6. Visions Northwest Administrative Guidelines Update and Vacancy Recruitment
7. Capacity Building Grant Application Update and Timeline
8. Regional Summit for EDCs, Chambers, etc. – Potential Dates and Discussion
9. Review 2016 Tentative Meeting Dates and Confirm Next Meeting Date
10. Adjourn



Visions Northwest Regional Economic Development Group
A Division of the Wisconsin Business Innovation Corporation

MEETING MINUTES
VISIONS NORTHWEST REGIONAL ECONOMIC DEVELOPMENT GROUP
WITC - Hayward, WI
September 9, 2015 – 10:00 AM

Meeting called to order at 10:08 AM by Chairman Kelly Klein.

1. **Roll Call:** Scottie Sandstrom – Representing Bayfield County, Kelly Klein – Representing Iron County, Ariga Grigoryan – Representing Sawyer County, Geri Dresen – Representing Chambers of Commerce, Mike Bebeau – Representing Private Industry (Xcel Energy), Dale Kupczyk – Representing Economic Development Organizations, Dale Heikkinen (via ITV) – Representing Price County, Andy Albarado (via ITV) – Representing Rusk County

Members Absent: Renee Watcher – Representing Education (NorthWERD Group), Mari Kay-Nabozny – Representing NWWIB, David Minor – Representing Douglas County, Mike Spafford – Representing Washburn County, Brent McFarland – Tribal Representative,

Others: Patrick Drinan – WEDC, Tim Weber – WEDC, Ben Popp – American Birkebeiner, Sheldon Johnson - NWRPC Staff, Crystal Rohde – Visions Northwest staff

Vacant Seats: Ashland County, Burnett County, Taylor County

2. **Introductions of Tim Weber – WEDC Regional Account Manager for Northwest Wisconsin**
The members each introduced themselves and Patrick Drinan from WEDC introduced Tim Weber as the new RAM for the region. He explained that Tim Weber would be fully into his new position within the month.

3. **Approval of August 12, 2015 Meeting Minutes**

A motion to approve the August 12, 2015 meeting minutes was made by Scottie Sandstrom, a second was made by Dale Heikkinen. Motion carried unanimously.

4. **Update on WEDC FY16 Base Funding Application and Contract**

Crystal Rohde explained to the group that the application for the FY16 \$50,000 base funding through WEDC is due on September 11. The draft application had been disbursed to the group through email in the packet prior to the meeting and was reviewed and discussed thoroughly by the Visions Northwest members. The group decided upon necessary additions and revisions to the application and a motion was made by Mike Bebeau for Crystal to continue writing the application with comments included and submit by the September 11, 2015 deadline. A second was made by Dale Heikkinen. Motion carried unanimously.

5. **Capacity Building Grant Project Ideas**

Crystal Rohde reviewed some of the discussion that occurred at the August 12th meeting regarding Capacity Building Grant project ideas. At that time, conversation focused on the possibility of Visions Northwest submitting a Capacity Building Grant application on an infrastructure project. Sheldon proposed a project of doing a sewer/water/(possibly)natural gas inventory within the region including the age/type/DNR reports/water tower maintenance, etc. and an analysis of the history of the systems in place and the projected costs of the upgrades. This study would incorporate the economic development aspect and how these communities can allow for potential expansion of industry given their current infrastructure. Mike Bebeau brought up the topic of broadband and the group discussed including it as an element in the study. Dale Kupczyk also discussed the possibility of a rail-related project and mentioned that the Northwoods Rail Transit Commission is proposing to do a study on

Actionable Shipper Data and will likely be pursuing a WEDC Targeted Industry Projects grant. Mike Bebeau made a motion for Crystal to proceed with application for a Capacity Building Grant on the proposed utility project through WEDC. The application would likely be submitted sometime in the month of November.

6. CEDS Project List Review

Crystal Rohde updated the group on the current project list including responses submitted by communities resulting from the letter that was sent out last month. She explained that there was limited response and an email follow-up had been sent out on 9/8/2015 to remind those communities that had not submitted their projects to please do so by 9/16/2015. Once the final project lists are collected, NWRPC staff will condense the list and highlight three of the projects that are EDA eligible for the completed CEDS (marketing) document.

7. Visions Northwest Group Members Term List and Vacancies Discussion

Crystal Rohde reviewed the current list of members and term lists that Wayne Lindemans had in the Visions files. She explained that it was outdated; however, it was the most current list that was on file. She asked the group if any of them recalled the way the term limits were restructured in 2014 when the Visions Northwest Administrative Guidelines were changed. The group recalled that they were all moving to three year terms and could serve two consecutive terms although none of them were clear as to whether or not their term limits started over in 2014. Members decided that these guidelines once again needed review and possible editing. Discussion around the lack of participation and ability to fill vacancies took place and it was questioned whether or not term limits may not be necessary or productive for the group. Crystal will send out the Administrative Guidelines to the members and restructuring discussion will occur in the next conference call scheduled for October 14, 2015. The group asked WEDC staff about the regulations of the way REDO is structured. They were questioning if the current regulations are the same as they were back in 2012 when the group was created. At that time, representation of different industries and subsectors was necessary to comprise the REDO. Patrick Drinan agreed to check into the regulations and to get back to Crystal with the information. She will let the group know when they meet for the conference call in October.

8. Next Meeting

Conference Call – Wednesday, October 14th, 2015 10AM

Meeting - Wednesday, November 11th, 2015 - 10AM to 12PM, WITC - Hayward

9. Adjourn

A motion was made to adjourn the meeting at 12:15 PM by Dale Heikkinen, second by Mike Bebeau.

**KEY STRATEGIC PARTNERSHIP AGREEMENT
BETWEEN
THE WISCONSIN ECONOMIC DEVELOPMENT CORPORATION
AND**

**WISCONSIN BUSINESS INNOVATION CORPORATION DBA VISIONS
NORTHWEST ECONOMIC DEVELOPMENT GROUP**

This Agreement is entered into pursuant to Chapter 238 of the Wisconsin Statutes between the Wisconsin Economic Development Corporation (“WEDC”) and Wisconsin Business Innovation Corporation dba Visions Northwest Economic Development Group (the “Recipient”).

WITNESSETH

WHEREAS, a component of WEDC’s current Strategic Plan is to engage and support the economic development resources of Wisconsin in an extended enterprise to achieve superlative retention and attraction performance;

WHEREAS, the Recipient is an economic development organization with the goal of facilitating the technology transfer of new innovations into the marketplace to promote economic development and high skilled job growth, representing Ashland, Bayfield, Burnett, Douglas, Iron, Price, Rusk, Sawyer, Taylor and Washburn counties and the tribal nations of Bad River, Red Cliff, Lac du Flambeau, Lac Courte Oreilles, and St. Croix; and

WHEREAS, WEDC has identified the Recipient as a Key Strategic Partner, has determined the Recipient is able to effectively and efficiently provide services in furtherance of WEDC’s Strategic Plan by entering into this Agreement, and that it is authorized to do so pursuant to Chapter 238 of the Wisconsin Statutes.

NOW, THEREFORE, for valid consideration, the receipt of which is hereby acknowledged, and in consideration for the promises and covenants in this Agreement, WEDC and the Recipient agree as follows:

1. Definitions. For purposes of this Agreement, the following terms shall have the following meanings:

(a) “Agreement” means this agreement, to include all documents required to be delivered contemporaneously with the execution and delivery of this Agreement, and the attached Exhibits, together with any future amendments executed in compliance with Paragraph 20 of this Agreement.

(b) “Effective Date” means July 1, 2015.

(c) “Eligible Uses” means uses for which KSP Funds may be used, including operations, as outlined in Paragraph 3(i).

(d) “KSP Funds” means the Key Strategic Partner funds the Recipient is eligible to receive from WEDC in accordance with this Agreement.

2. KSP Funds. Subject to the terms and conditions set forth in this Agreement, and in Wisconsin law, WEDC shall provide to the Recipient funding in the amount of Fifty Thousand Dollars (\$50,000).

3. Recipient’s Obligations. The Recipient will:

(a) Assume the role of convener, facilitator, and partner for all economic development entities in the region, which shall include but not be limited to (i) regular meetings with local and county EDCs and chambers of commerce; (ii) employing a regular communication vehicle such as a newsletter or scheduled e-mails; and (iii) issuing an annual state of the region report.

(b) Conduct a marketing effort on behalf of the region and its partners which brands the region internally and tells the story of the region’s economy externally.

(c) Conduct, or cause to be conducted, or coordinate regular business retention and expansion initiatives throughout the region and coordinate the input of results to a standard platform which can interface effectively with WEDC and its platform.

(d) Compile, maintain, retrieve, access, commission and/or link to, and share, data related to the region’s and state’s economy for purposes of responding to Requests for Information, educating elected officials and board of directors, demonstrating growth trends and metric outcomes, validating initiatives and providing data to partners and anyone else making inquiry.

(e) Refer partners to the appropriate experts in those areas listed below which you are not doing internally and demonstrate the ability of partnering with colleagues and peer groups in initiatives related to these services, or identify the work that your entity is directing in the following areas through reports shared with your board of directors:

(i) Business Attraction and Promotion (site selector involvement)

(ii) Workforce and Talent Development

(iii) Business Retention, Expansion, and Entrepreneurship (incubation, mentoring, capital formation, networking)

(iv) International (foreign direct investment, exporting)

(v) Sector Development (defining and pursuing the development of current and target sectors)

(f) Include a WEDC Regional Account Manager as an ex-officio or advisory Board Member to help ensure effective two-way partnership communication and alignment of services and programs.

(g) Provide reports and financial statements to WEDC as further described in Paragraph 5 of this Agreement, in such form as required by WEDC, a sample of which is attached to this Agreement as Exhibit B.

(h) Provide a copy of the Recipient's annual audited or compiled financial statements when they become available.

(i) Use the KSP Funds for Eligible Project Costs as outlined in the following budget:

| Type of Funding | Eligible Uses | WEDC |
|-----------------------------|---------------|----------|
| Key Strategic Partner Funds | Operations | \$50,000 |

4. Release of Funds. WEDC will release the KSP Funds contemplated by this Agreement to the Recipient. Payment of the KSP Funds will be made in quarterly payments and will be contingent on the following:

(a) The Recipient submitting to WEDC a quarterly request for payment of the KSP Funds contemplated by this Agreement, in such form as required by WEDC, a sample of which is attached to this Agreement as Exhibit A.

(b) With the first request for payment, the Recipient submitting to WEDC the Recipient's current Board roster, and any subsequent changes to the Board roster with subsequent requests for payment.

(c) The Recipient being current on all quarterly performance reports and quarterly financial statements as required under Section 5 of this Agreement.

(d) With each quarterly payment request, the Recipient requesting Twelve Thousand Five Hundred Dollars (\$12,500) consisting of one-fourth of the funds allocated toward base operations.

(e) The Recipient must request all KSP Funds no later than July 31, 2016.

5. Reporting. The Recipient shall provide reports to WEDC subject to the following requirements:

(a) The Recipient shall submit to WEDC quarterly Performance Reports, a sample of which is attached as Exhibit B, according to the schedule of reporting set forth below, which shall include quarterly financial statements and an overview and description of activities that have taken place during the previous three months that support the work outlined in this Agreement.

(b) **Schedule of Reporting:**

| PERIOD COVERED | DOCUMENTATION | DUE DATE |
|-------------------------------|---|------------------|
| July 1 – September 30, 2015 | Performance Report & Financial Statements | October 31, 2015 |
| October 1 – December 31, 2015 | Performance Report & Financial Statements | January 31, 2016 |
| January 1 – March 31, 2016 | Performance Report & Financial Statements | April 30, 2016 |
| April 1 – June 30, 2016 | Performance Report & Financial Statements | July 31, 2016 |

6. Event of Default. The occurrence of any one or more of the following events shall constitute an Event of Default for the purposes of this Agreement:

(a) The Recipient supplies false or misleading information to WEDC in connection with this Agreement.

(b) The Recipient fails to comply with or perform, in any material respect, any of its obligations under this Agreement.

7. Remedies in Event of Default.

(a) Upon the occurrence of an Event of Default, WEDC shall send a written notice of default to the Recipient, setting forth with reasonable specificity the nature of the default. If the Recipient fails to cure any such Event of Default to the reasonable satisfaction of WEDC within thirty (30) calendar days, WEDC may, without further written notice to the Recipient, declare the Recipient in default. In the Event of Default, WEDC may terminate the Agreement and recover from the Recipient:

(i) One hundred percent (100%) of the total amount of KSP Funds disbursed under this Agreement;

(ii) A financial penalty of up to one percent (1%) of the KSP Funds; and

(iii) All court costs and reasonable attorney's fees incurred by WEDC in terminating the Agreement and recovering the amounts owed by the Recipient under this provision.

(b) These amounts shall be paid to WEDC within thirty (30) calendar days of demand by WEDC hereunder. If the Recipient fails to pay these amounts to WEDC, the Recipient will be liable for the full unpaid balance plus interest at the annual rate of twelve (12%) from the date of the notice of Event of Default.

(c) The thirty (30) day cure period set forth in (a) above may be extended by WEDC, provided that the Recipient begins to cure such matter and thereafter diligently pursues a cure.

8. Recipient's Warranties and Representations. In addition to the other provisions of this Agreement, the Recipient hereby warrants and represents to the best of its knowledge that as of the date of this Agreement:

(a) The Recipient is duly incorporated and validly existing under the laws of the state of its incorporation and is authorized to engage in business in the State of Wisconsin.

(b) The Recipient is qualified to engage in business in every jurisdiction where the nature of its business makes such qualification necessary, except where the failure to be so authorized would not have a material and adverse effect on the Recipient's ability to perform its obligations under this Agreement.

(c) The Recipient is in compliance with all laws, regulations, ordinances and orders of public authorities applicable to it, the violation of which would have a material, adverse effect on the Recipient's ability to perform its obligations under this Agreement.

(d) The undersigned officer of the Recipient is fully authorized to execute and deliver this Agreement on behalf of the Recipient.

(e) In making these warranties and representations, the Recipient has not relied on any information furnished by WEDC.

9. Wisconsin Public Records Law and Confidential Documents. The Recipient understands that this Agreement and other materials submitted to WEDC may constitute public records subject to disclosure under Wisconsin's Public Records Law, §§ 19.31-.39. The Recipient will mark documents "confidential" where appropriate for financial and other sensitive materials that should be, to the extent possible, kept in confidence. WEDC will notify the Recipient if it receives a public records request for materials marked confidential.

10. Additional Requirements.

(a) **Project Records.** The Recipient shall prepare, keep and maintain such records as may be reasonably required by WEDC to validate the Recipient's performance under this Agreement and the performance reports provided to WEDC.

(b) **Inspection.**

(i) WEDC and its respective agents, shall, upon 48 hours advance written notice to the Recipient, have the right to enter the Recipient's premises, during normal business hours, to inspect the Recipient's operations documentation relating to this Agreement, provided, however, that such access does not unreasonably disrupt the normal operations of the Recipient.

(ii) The Recipient shall produce for WEDC's inspection, examination, auditing and copying, upon reasonable advance notice, any and all records which relate to this Agreement.

(c) **Nondiscrimination in Employment.** Consistent with Wis. Stat. § 16.765: In connection with the performance of work under this contract, Recipient agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in § 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, Recipient further agrees to take affirmative action to ensure equal employment opportunities. Recipient agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

(d) **Consolidation or Merger.** During the term of this Agreement, the Recipient shall provide written notice to WEDC of any consolidation or merger with or into any other unrelated corporation or business entity.

(e) **Public Announcement.** The Recipient agrees to work with WEDC in making a public announcement of this Agreement.

- 11. Conflicts.** In the event of any conflict between the provisions of this Agreement and any accompanying documents, the terms of this Agreement control.
- 12. Choice of Law.** **THIS AGREEMENT AND ALL MATTERS RELATING TO IT OR ARISING FROM IT – WHETHER SOUNDING IN CONTRACT LAW OR OTHERWISE – SHALL BE GOVERNED BY, AND SHALL BE CONSTRUED AND ENFORCED PURSUANT TO, THE LAWS OF THE STATE OF WISCONSIN.**
- 13. Venue, Jurisdiction.** Any judicial action relating to the construction, interpretation, or enforcement of this Agreement, or the recovery of any principal, accrued interest, court costs, attorney's fees and other amounts owed hereunder, shall be brought and venued in the U.S. District Court for the Western District of Wisconsin or the Dane County Circuit Court in Madison, Wisconsin. **EACH PARTY HEREBY CONSENTS AND AGREES TO JURISDICTION IN THOSE WISCONSIN COURTS, AND WAIVES ANY DEFENSES OR OBJECTIONS THAT IT MAY HAVE ON PERSONAL JURISDICTION, IMPROPER VENUE OR FORUM NON CONVENIENS.**
- 14. Waiver of Right to Jury Trial.** **EACH PARTY WAIVES ITS RIGHT TO A JURY TRIAL IN CONNECTION WITH ANY JUDICIAL ACTION OR PROCEEDING THAT MAY ARISE BY AND BETWEEN WEDC AND THE RECIPIENT CONCERNING OR RELATING TO THE CONSTRUCTION, INTERPRETATION OR ENFORCEMENT OF THIS AGREEMENT, OR THE RECOVERY OF ANY PRINCIPAL, ACCRUED INTEREST, COURT COSTS, ATTORNEY'S FEES AND OTHER AMOUNTS THAT MAY BE OWED BY THE RECIPIENT HEREUNDER.**
- 15. LIMITATION OF LIABILITY.** **RECIPIENT HEREBY WAIVES ANY RIGHT IT MAY HAVE TO CLAIM OR RECOVER FROM WEDC ANY SPECIAL, EXEMPLARY, PUNITIVE, CONSEQUENTIAL, OR DAMAGES OF ANY OTHER NATURE OTHER THAN ACTUAL DAMAGES INCURRED OR SUFFERED BY RECIPIENT.**
- 16. Severability.** The invalidity of any provision of this Agreement shall not affect the validity of the remaining provisions, which shall remain in full force and effect to govern the parties' relationship.
- 17. WEDC Not a Joint Venturer or Partner.** WEDC shall not, under any circumstances, be considered or represented to be a partner or joint venturer of the Recipient or any beneficiary thereof.
- 18. Captions.** The captions in this Agreement are for convenience of reference only and shall not define or limit any of the terms and conditions set forth herein.
- 19. No Waiver.** No failure or delay on the part of WEDC in exercising any power or right under this Agreement shall operate as a waiver, nor shall any single or partial exercise of any such power or right preclude any other exercise of any other power or right.
- 20. Entire Agreement.** This Agreement embodies the entire agreement of the parties concerning WEDC's and the Recipient's obligations related to the subject of this Agreement. This Agreement may not be amended, modified or altered except in writing signed by the Recipient and WEDC. This Agreement supersedes all prior agreements and understandings between the parties related to the subject matter of this agreement.

IN WITNESS WHEREOF, WEDC and the Recipient have executed and delivered this Agreement effective the date set forth next to WEDC's signature below.

WISCONSIN ECONOMIC DEVELOPMENT CORPORATION

By: _____
Mark Hogan, Secretary & CEO Date _____

**WISCONSIN BUSINESS INNOVATION CORPORATION DBA VISIONS
NORTHWEST ECONOMIC DEVELOPMENT GROUP**

By: _____
Myron Schuster, President Date _____

Notices to the Recipient hereunder shall be effective upon mailing by first class mail, postage prepaid, and addressed to the following person and address or such other person and address as the Recipient may designate in writing:

Wisconsin Business Innovation Corporation dba
Visions Northwest Economic Development
Group
1400 South River Street
Spooner, WI 54801
Attn: Myron Schuster, President

Notices to WEDC hereunder shall be effective upon mailing by first class mail, postage prepaid, and addressed as follows:

Wisconsin Economic Development Corporation
Division of Credit & Risk
P.O. Box 1687
Madison, WI 53701
Attn: Key Strategic Partners
Contract # KSP FY16-23112

**EXHIBIT A
REQUEST FOR WEDC PAYMENT**

| | | |
|---|------|--|
| Award Number: FY16-23112 | Rep: | Recipient: Wisconsin Business Innovation Corporation dba Visions Northwest Economic Development Group |
| FEIN # 39-1850370 | | Request Number: 1 |
| Program: Key Strategic Partners | | Award Type: Partner Operations |
| Funding Period Covered by this Request From: 7/1/15 To 9/30/15 | | |

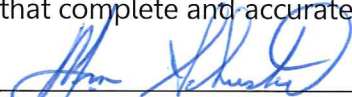
PROJECT EXPENSES INCURRED/PAID DURING THIS PERIOD

| Budget Code | Description | WEDC Funding This Period | Total This Period |
|-------------|-------------|--------------------------|-------------------|
| 0321 | Operations | \$12,500 | \$12,500 |
| TOTAL: | | \$12,500 | \$12,500 |

PAYMENT/PROJECT EXPENSE/MATCH DESCRIPTION - Prior to the release of funds, the following requirements must be met (to be initialed by WEDC staff):

- With the first request for payment, the Recipient submitting to WEDC the Recipient's current Board roster, and any subsequent changes to the Board roster with subsequent requests for payment. _____
- The Recipient being current on all quarterly performance reports and quarterly financial statements as required under Section 5 of this Agreement. _____
- With each quarterly payment request, the Recipient requesting Twelve Thousand Five Hundred Dollars (\$12,500) consisting of one-fourth of the funds allocated toward base operations. _____
- The Recipient must request all KSP Funds no later than July 31, 2016. _____

I hereby certify that the expenses reported on this form are in accordance with the terms of the agreement and that complete and accurate records are being kept to substantiate such expenses.



Authorized Recipient Signature

10-23-15
Date

WEDC Underwriter

Date

WEDC Controller or Finance Department

Date

Retain a copy of the completed form for your records and mail the original and documentation to:

Wisconsin Economic Development Corporation, P.O. Box 1687, Madison, Wisconsin 53701

EXHIBIT B
QUARTERLY REPORT – FY16

Key Strategic Partner
Regional Economic Development Organization
Contract # KSP FY16-23112

Name of Regional EDO: Wisconsin Business Innovation Corporation dba Visions Northwest
Economic Development Group

Individual Completing this Report:

Name: Crystal Rohde

Email: crohde@nwrpc.com

Report for activity conducted: X Q1 (July-Sept) Q2 (Oct-Dec)
 Q3 (Jan-Mar) Q4 (Apr-June)

**Completed report to be submitted to WEDC within 30 days of quarter's end, according to
the Schedule of Reporting in Paragraph 5(b) of the Agreement.**

We have reviewed the following reporting information, as well as necessary documentation and
concur that it is true and correct.

REDO Executive Director:  Date: 10-23-15

(a) Describe how your entity assumed the role of convener, facilitator and partner for all
economic development entities in the region; this shall include but not be limited to: a) regular
meetings with local and county EDCs and chambers of commerce; b) employing a regular
communication vehicle such as a newsletter or scheduled e-mails; and c) issuing an annual state
of the region report:

- In the first quarter, the Visions Northwest group held two meetings. The first was August 12th and the second, September 9th, 2015. The meetings focused on WEDC funding and application preparation, the Comprehensive Economic Development Strategy (to which the Visions Northwest members serve as the strategy committee), strategic planning items, and Capacity Building Grant project ideas. Minutes from these meetings are included at the end of this report.
- The first of the scheduled emails/newsletter on behalf of Visions Northwest will go out to regional stakeholders in December, 2015. Considering this is a new communication vehicle being implemented, the group has decisions to make regarding content, design and cost. The email distribution list is in the process of being compiled.
- On September 25, 2015, the **Draft 2015-2019 Northwest WI Region's "Vision for Prosperity" CEDS** was made available for public review and comment. The "Vision for Prosperity" is a framework to encourage economic development in Northwest Wisconsin and focuses on three regional priorities. A copy of the framework is included at the end of this report. The full background of the CEDS report includes an entire annual state of the region report and can be viewed/downloaded at www.nwrpc.com.
- Preliminary discussion regarding a region-wide "summit" for local and county EDCs and chambers of commerce began. Dates and potential ideas for the summit will be discussed in further detail throughout Quarter 2.

- Visions Northwest has had continued participation in the Regional Leadership Council. The group was represented at the July 10, 2015, August 11, 2015 and September 15, 2015 meetings via conference call.

(b) Describe how your entity conducted a marketing effort on behalf of the region and its partners which brands the region internally and tells the story of the region's economy externally:

- The Visions Northwest website is a dedicated, regionally specific site selection tool designed by GIS Planning. There are currently 22 users and 73 active properties listed with 508,461 square feet of space.
- The "Vision for Prosperity" will serve as a marketing/framework piece for the Visions Northwest group as it designs its new email newsletter and website (February, 2016). The document will be readily available to stakeholders to help promote Visions Northwest. The document is included at the end of this report.

(c) Describe how your entity conducted, cause to be conducted or coordinate the conduct of regular business retention and expansion initiatives throughout the region and coordinate the input of results to a standard platform which can interface effectively with WEDC and its platform:

- Visions Northwest continues to work closely with Northwest Regional Planning Commission to expand the use of Northwest Regional Economic Development Funds to encourage business start-up and expansion throughout the region. The Visions Northwest group members representing the economic development sector and chambers of commerce also continue to participate in regular retention visits throughout their respective counties/communities.

(d) Describe how your entity compiled, maintained, retrieved, accessed, commissioned and/or linked to, and shared, data related to the region's and state's economy for purposes of responding to Requests for Information, educating elected officials and board of directors, demonstrating growth trends and metric outcomes, validating initiatives and providing data to partners and anyone else making inquiry:

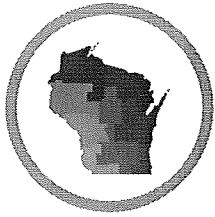
- Through emsiDeveloper, Visions Northwest supplies up-to-date reports on the economic state of the region. They are currently available for download through the Economic Development section on NWRPC's website. The reports are viewable by county as well as by the region as a whole. No user-defined requests for data occurred in the first quarter.
- The CEDS document was distributed to elected officials serving on the board for NWRPC as well as online to the public in September. This document provides a state of the region's economy as well as the key industries/clusters and growth trends.
- Participated in emsiDeveloper webinar to learn about changes to the software/program and how to utilize new tools on August 19, 2015.
- Shared WEDC Downtown Development session information with Visions Northwest members.

Describe how your entity referred partners to the appropriate experts in those areas listed below which you are not doing internally and demonstrate the ability of partnering with colleagues and peer groups in initiatives related to these services, or identify the work that your entity is directing in the following areas through reports shared with your board of directors:

(i) Business Attraction and Promotion (site selector involvement)

(ii) Workforce and Talent Development

- Continued communication and relationship with the Northwest Wisconsin Workforce Investment Board (NWWIB)
 - (iii) Business Retention, Expansion, and Entrepreneurship (incubation, mentoring, capital formation, networking)
- Continued to utilize the Northwest Wisconsin Enterprise Center Network and referred partners to staff at NWRPC with questions regarding regional loans, etc.
 - (iv) International (foreign direct investment, exporting)
 - (v) Sector Development (defining and pursuing the development of current and target sectors)
- The 2015-2019 Vision for Prosperity defines existing and emerging cluster and sector information and trends and the document serves as a framework for economic development in the region.



REGIONAL ECONOMIC DEVELOPMENT LEADERSHIP COUNCIL

Centergy

Grow North

Madison Region
Economic Partnership

Milwaukee 7

Momentum West

New North

Prosperity Southwest

Seven Rivers

Vision Northwest

REGIONAL LEADERSHIP COUNCIL

August 11, 2015

10:00 a.m. – 12:00 p.m.

Attending: Paul Jadin, Angi Schreiber, Peg Sullivan, Lisa Herr,

Conference Call: Myron Schuster, Crystal Rohde, Pat O'Brien, Amy Charles, Jerry Murphy

Unable to Participate: Steve Jahn

Housekeeping Items:

- Peg will create and distribute Invoices for annual administrative fees agreed to by the group (\$300). Jerry moved to approve funds be held with the RLC Secretary/Treasurer; Lisa provided a second; motion carried.
- Fee will be invoiced in July of each year. By-laws will be changed to reflect the Secretary position will be changed to include Treasurer in the future.
- Myron communicated that Crystal Rohde is the new Visions leader and that she will participate in the future.

RLC Strategies & Actions:

- Metrics for regional activity – Jerry talked about this “working document” that needs to be agreed to and presented to WEDC (Reed & Tricia).
- Jerry made a motion to approve the metrics and the narrative associated with it; Peg seconded the motion; motion carried.
- Discussions followed about using the Functional Area Dashboard document. Implementation will likely be 2016-2017. Future meetings will allow time to discuss how to populate.

FY2015-2016 WEDC Funding:

- **Contracts**
 - Expected this week
 - Indications are it will be a much easier process
- **Matching Funds**
 - Per Angi, Barb LaMue indicates no matching funds will be required. An email confirms this – sent to all members.

- **Tools – LocateWI;** agreement that regions will not renew their annual fee with GIS Planning until a discussion with Tricia can determine how the overall amounts can be substantially reduced. Peg made a motion to turn this over to Tricia to determine if we move it forward; Angi provided a second; motion carried.

Other Business:

- **Be Bold III** – what are regions doing with the study? Why aren't regions more involved in the process? Members offered their thoughts resulting in a recommendation to set up a meeting with Jim Wood and group to talk about regional involvement. This is an example of how the RLC needs to connect with stakeholders.
- Paul will ask Jim Wood to attend the next RLC meeting on October 13, 2015 in Madison.
- September 15, 2015. 10:00 a.m. in Stevens Point. Location TBD.

Adjournment:

- Peg made a motion to adjourn; Lisa provided a second; motion carried

Next Meeting: September 15, 2015 in Stevens Point. Location TBD

Next Joint Meeting with WEDC: October 13, 2015; Madison



REGIONAL ECONOMIC DEVELOPMENT LEADERSHIP COUNCIL

REGIONAL LEADERSHIP COUNCIL

Tuesday, September 15, 2015

10:00 – 11:30

Conference Call Minutes

Centergy

Grow North

Madison Region
Economic Partnership

Milwaukee 7

Momentum West

New North

Prosperity Southwest

Seven Rivers

Vision Northwest

Participating: Paul Jadin, Lisa Herr, Myron Schuster, Crystal Rohde, Pat O'Brien, Amy Charles, Jerry Murphy, Steve Jahn, Peg Sullivan

Unable to Participate: Angi Schreiber

1. RLC Housekeeping Items:

- RLC Administrative Funds – Confirmation of the process:
 - As a follow up to the decision at the August 11th RLC meeting, Peg will create and distribute invoices to each region for RLC annual administrative fees in the amount of \$300.
 - Fees will be invoiced in July of each year by the Secretary/Treasurer.
 - Funds will be held by the RLC Secretary/Treasurer.
 - Effective 07.01.15, time and material expenses incurred for administrative support for the RLC, will be submitted monthly to the RLC Chair by the Secretary/Treasurer for approval.
 - Administrative support fees includes but is not limited to, agenda preparation, meeting minutes, record keeping and general meeting coordination.
- By-laws will be revised to reflect the Secretary position will also include the role of Treasurer.
- Myron communicated that Crystal Rohde is the new Visions leader and that she will participate in the future. Welcome aboard Crystal!

2. GIS Planning Contracts – Barb LaMue joined the conference call to provide status on discussions WEDC has had with GIS.

- Barb stated that there are no requirements that the regions maintain their localized versions.
- WEDC is currently in discussions with GIS about what the cost would be if WEDC was to add onto their existing contract the fee to maintain the localized versions for the regions, thus not requiring a separate contract with the regions unless the regions choose to have some additional features provided, in which case this would be covered by the regions, not WEDC.

- Pat indicated that he was told by GIS that M7 and possibly other large regions have “additional bells and whistles” under their existing contracts. Pat will talk with GIS to understand what those additional services might be and to determine if fees for possible additional services would continue under the state contract.
- Jerry pointed out to Barb that there are other licenses in the state for the services and discussion between GIS and WEDC should include all licenses in the state and not just those of the nine regions. Others should see the benefits as well.
- Peg thanked the group for bringing this up and taking it on collaboratively. This is a great example of what the RLC can accomplish when we use the power of 9 to work collectively toward an end result.
- Paul asked that this and future RLC “wins” are adequately captured as the group moves forward.

3. FY 2015 – 2016 WEDC Funding Applications

- All but two regions have submitted applications; WEDC goal is to get these reviewed and signed off by next Wednesday (September 15th). Regions will receive letters. WEDC is hoping to have disbursements ready after 10.1.15.
- Peg raised the question about receiving the 2nd quarter disbursement prior to the end of the calendar. Barb confirmed that this is possible if requests are submitted no later than 12.15.15

4. Capacity Building Grants

- Barb stated that due to the limited availability of funding for Capacity Grants totaling \$550,000 for FY16 and that this funding source is also available for local partners to apply in addition to the regions, it would be unlikely that any region would receive more than one capacity grant for FY16.
- Grants are up to \$50,000 per fiscal year.
- Paul asked Barb, and she agreed to put these guidelines in writing for the group (received).

5. Other Business

- Add Schneider Prager recommendations and follow-through to next meeting agenda.
- RLC Charter Updates for next meeting.
- Add Be Bold III to next agenda; Paul will contact Jim Wood to see if he could speak to the RLC in the future.
- Steve introduced the concept of a Golden Shovel Program which he and Paul discussed with Tricia and Wade yesterday and will be on a future agenda

6. Adjournment

- Peg made a motion to adjourn; Lisa provided a second; motion carried

Next joint RLC/WEDC scheduled meeting: October 13, 2015 in Madison



REGIONAL ECONOMIC DEVELOPMENT LEADERSHIP COUNCIL

REGIONAL LEADERSHIP COUNCIL

Tuesday, October 13, 2015

WEDC Offices - Madison

Meeting Minutes

Centergy

Grow North

Madison Region
Economic Partnership

Milwaukee 7

Momentum West

New North

Prosperity Southwest

Seven Rivers

Vision Northwest

Participating: Amy Charles, Angi Schreiber, Jerry Murphy, Lisa Herr, Myron Schuster, Paul Jadin, Peg Sullivan, and Steve Jahn. Pat O'Brien was on conference call for part of the meeting.

Unable to Participate: Crystal Rohde

1. **RLC Charter – Discussion/Revisions** – As outlined in the SP Report, the RLC Charter needs to be formalized and expanded upon. **ACTION: A subcommittee consisting of Lisa, Steve and Peg will work on revisions. Peg will red-line a draft and submit to Steve and Lisa for their input.**
2. **Schneider Prager Recommendations & Follow Through** – Paul has agreed to complete the metrics reporting format relating to the 5 core competencies to all members to help with the first quarter disbursement request. **ACTION: Members agreed to share their submittals for the 1st quarter.**
3. **Be Bold III** – Jim Wood, Competitive Wisconsin, presented an overview of the BB3 process. Discussion followed with agreement from regions that the RLC and should connect with this process and serve as a contact for Jim and Competitive WI. This could be done as a committee of nine or as individual regions. **ACTION: Recommendation made by Peg for the RLC to collectively communicate to Jim indicating the desire of all regions to assist efforts and be involved with listening sessions. Paul will draft letter.**
4. **Gold Shovel Program** – Momentum West, in collaboration with WEDC, have developed a new program to compliment the current Certified Sites program. The new program expense is approximately \$3,500 versus approximately \$35,000 for Certified Sites. Goals of the program include:
 - a. Increase the quality of site documentation
 - b. Increase the number of development ready sites

- c. Continue to market regions to prospective businesses/developers looking at expansion, retention and attraction projects

Discussion followed with members agreeing this is a perfect example of programs and processes that can be valuable to all regions and adapted by the RLC. Motion made by Steve for the RLC to adapt this program across the state with regions facilitating the process and with the understanding that Paul and Steve will work directly with Wade at WEDC by the end of the year to assure a state partnership. A second was made by Peg; motion carried. **ACTIONS: Steve will forward materials electronically to members. Paul will talk to Brian Doudna about getting this program on the next WEDA event.**

5. Other Business

- **Capacity Building Grants** – members talked about grants and what each was working on. Questions as to utilizing operational costs will be addressed with WEDC in our joint session.
- **Future RLC & WEDC Meeting Dates** – Peg will put together a listed of proposed 2016 meeting dates for review.
- **WEDC Meeting Minutes** – will follow under separate cover from Barb LaMue

Next RLC meeting scheduled December 8, 2015 at a site to be determined.

Visions Northwest

Administrative Guidelines

Wisconsin Business Innovation
Corporation

~ JULY 2012 ~

*Revised August 13, 2014

Visions Northwest

Administrative Guidelines

Wisconsin Business Innovation Corporation

Forward:

After lengthy discussion and ongoing dialogue, the Northwestern 10-County Region of Wisconsin was encouraged by the former Wisconsin Department of Commerce and the current Wisconsin Economic Development Corporation (WEDC) to form a public/private regional economic development organization.

As a result of those discussions the Wisconsin Business Innovation Corporation (WBIC) was awarded a \$20,000 planning grant and WBIC provided \$10,000 of matching funds for the purpose of organizational development. The grant objective was as follows:

“WBIC will work with all stakeholders in the region to create a regional business organization and a structured vision for the future of economic development in northwestern Wisconsin. This vision will include private business working with local government, economic development corporations, tribal organizations, and educational institutions to increase jobs, diversify the economy, and support economic growth in northwest Wisconsin. The private sector businesses shall be a major driver of the direction of the organization.”

The WEDC identified numerous “stakeholders” that were to be involved in the organizational development effort.

“Stakeholders to include in the development of a regional business organization and strategic planning are: representatives from the Counties, Villages, Cities and Economic Development Corporation (EDC) in Douglas, Bayfield, Ashland, Iron, Burnett, Washburn, Sawyer, P rice, Rusk and Taylor Counties; the five Tribal Nations of Bad River, Lac Courte Oreilles, Lac du Flambeau, Red Cliff and the St. Croix Chippewa Community; Technical Colleges (WITC, NTC); UW-Superior, Northwest Workforce Investment Board (WIB), Excel Energy, and private sector businesses.”

In December, 2011 Regional focus groups were held throughout the 10-County Region for the purpose of shaping the organizations structure and purpose: [“Regional focus groups with stakeholders listed above will be held to help shape the vision and determine the activities that can best be accomplished by a regional business organization vs. individual municipalities, counties, and local economic development organizations. The focus groups will also identify existing and potential industry sectors within the Region.”]

As a result – the Regional organization – Visions Northwest was created. Visions Northwest will be a public/private Regional Business Development Group organized within the Wisconsin Business Innovation Corporation, a 501 c.3. Corporation. Following is the membership, structure and administrative guidelines that will govern the Visions Northwest Group.

Visions Northwest

Administrative Guidelines

Wisconsin Business Innovation Corporation

Visions Northwest Group Membership:

“Visions Northwest” will be up to* a 19 member group organized as part of the Wisconsin Business Innovation Corporation (WBIC) a 501 (c)(3) Corporation. The makeup of the 19 member Visions Northwest Group will consist of the following:

- A. **Members** from each of the following stakeholder groups **represented by:**
 1. **The** local and County Economic Development Corporations in the Region;
 2. **Tribal Representation** from the 5 Tribal Nations represented in the 10-County Region;
 3. **The** Northwest Wisconsin Educators for Regional Development (NorthWERD Group);
 4. **The** Northwest Wisconsin Workforce Investment Board (WIB);
 5. **The** Regions Chambers of Commerce
- B. One member appointed **and/or approved** by each of the County Board Chairman of the 10 Counties in the Region. These appointments are to be made from the following sectors **if and when possible:**
 1. Financial, Hospitality/Tourism, Manufacturing, Legal, Marketing, Forest Products, Medical, Agriculture, Energy and Public/non-profit*, **transportation and other industry.**
- C. **Remaining vacancies may be appointed** by the members of the Visions Northwest group, as needed.*
- D. **Should a vacancy occur (for any reason), the appointing entity will be contacted to make an appointment. If no replacement is announced or ‘no response’ is received from the County Board Chair within six weeks, the Visions Northwest Administrator will work with the County Board Chair and the Visions Northwest group to nominate a member for the County Board Chair to approve.***
- E. **Annually at the July Visions Northwest meeting, group members will be asked if they are interested in remaining on as a Visions Northwest member. If any member would like to leave the group, he/she will announce it at that time and will work with the remaining members and/or County Chair to fill the vacancy within 60 days.**

[* denotes paragraph revision.]

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<#>Members can be appointed to serve a maximum of 2 consecutive terms.*¶

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Visions Northwest

Administrative Guidelines

Wisconsin Business Innovation Corporation

Visions Northwest Group Structure:

- A. The Executive Committee of the Visions Northwest Group shall consist of the positions of Chairman, Vice-Chairman, Secretary/Treasurer, ~~the past Chairman~~ **as well as the Visions Northwest Administrator.**
- B. The positions of Chairman, Vice-Chairman and Secretary/Treasurer shall be elected by a majority vote of the members present at the July meeting of the Group held in even numbered years.
- C. Vacancies that may occur (for any reason) in any of the Executive Committee positions during the course of a term shall be filled by vote of the group at the next meeting subsequent to the occurrence of the vacancy.
- D. ~~The Chairman of the Visions Northwest Group shall be permitted to appoint sub-committees for specific group projects and functions as deemed necessary by the group.~~

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Visions Northwest

Administrative Guidelines

Wisconsin Business Innovation Corporation

Visions Northwest Group – Administration:

- A. Administrative services for the Visions Northwest Group shall be provided by the Wisconsin Business Innovation Corporation (WBIC) via a contract with the Northwest Wisconsin Regional Planning Commission (NWRPC) as negotiated by the Board of Directors of WBIC.
- B. Administrative services shall include, but not be limited to; arranging meetings and functions, preparing agendas, preparing minutes, provide accounting and audit services, grant preparation and administration, preparing and distributing correspondence and other services as requested by the Visions Group.

As revised by the Visions Northwest Group on August 13, 2014

Chairman, Visions Northwest

Attest

As adopted by the Wisconsin Business Innovation Corporation (WBIC) Board of Directors
on _____, 2014

WBIC President

Attest



Visions Northwest Regional Economic Development Group

A Division of the Wisconsin Business Innovation Corporation

2016 Visions Northwest Tentative Meeting Schedule

Below are the Visions Northwest Meetings for 2016. The dates are tentative to allow for unforeseen conflicts of schedule or other special reasons that changes may need to be made. Agendas and other information will be sent out one week prior to all meetings. In order to guarantee a quorum, members are asked to confirm their attendance to Crystal Rohde, Visions Northwest Administrator at 715-635-2197 or crohde@nwrpc.com.

Wednesday, January 13th

Wednesday, March 9th

Wednesday, May 11th

Wednesday, July 6th

Wednesday, September 14th

Wednesday, November 9th