



DESTINATION MEDICAL CENTER CORPORATION (DMCC)

BOARD MEETING

9:00 A.M. THURSDAY, November 13, 2014

ROCHESTER CONVENTION CENTER



DESTINATION MEDICAL CENTER CORPORATION (DMCC)

BOARD MEETING

Thursday, November 13, 2014 – 9:00 AM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes: Meeting of September 11, 2014
- V. Public Comment Period
- VI. Presentation: Jeffrey D. Thompson, Chief Judge, Third Judicial District
- VII. Chair's Report
 - A. Project Status
 - B. DEED: Update
 - C. DMCC Audit Requirement and Process
 - D. Best Practices Trips
- VIII. DMCC 2015 Funding Request
 - A. 2014 Budget: Year to Date Update
 - B. City of Rochester Budget Process
- IX. Women and Minority Business Enterprise, Small Business Inclusion: Update
Rochester City Council President Randy Staver
- X. Economic Development Agency: Report
 - A. Development Plan: Update
 - B. Working Session: to follow DMCC meeting
- XI. City of Rochester: Report
- XII. Meeting Schedule
 - A. Next Meeting: Wednesday, December 17th at 12:00 noon
 - B. Regular Meeting Schedule in 2015
 1. Resolution A: Establishing 2015 Regular Meeting Schedule for DMCC
- XIII. Adjournment

**DESTINATION MEDICAL CENTER CORPORATION
BOARD OF DIRECTORS**

**MINUTES
September 11, 2014**

- I. Call to Order. Chair Tina Smith called the meeting to order at approximately 9:10 a.m. in the Mayo Civic Center, Riverview Room, Suite C, located at 30 Civic Center Drive SE, Rochester, MN 55904.
- II. Roll Call. In attendance were Chair Tina Smith, Mayor Ardell F. Brede, Commissioner Jim Bier, Jim Campbell, William George, Susan Park Rani and R.T. Rybak.
- III. Adoption of Agenda. Mr. George moved approval. Commissioner Bier seconded.

Ayes (7), Nays (0), Motion carried.
- IV. Approval of Minutes. Chair Smith requested approval of the Minutes from the meeting of June 12, 2014. Mayor Brede moved approval. Ms. Park Rani seconded.

Ayes (7), Nays (0), Motion carried.
- V. Recognition of September 11, 2001. Chair Smith requested a moment of silence in remembrance of September 11, 2001, and particularly of the three Minnesotans who died on that day.
- VI. Public Comment Period. Chair Smith invited members of the community to provide comments.

Nancy Slocum spoke about existing businesses and historic properties.

Major Frye of the Salvation Army of Rochester reminded the Board of the potential impact to their clients.

Leslie McClellon of the Rochester Technical and Community College stated that she is excited and ready to assist DMCC, especially pertaining to work force issues.

Elaine Case, a retired IBM executive, commented that she has been impressed with the public process.

Jamie Sundsbak, the founder of BioAm, an entrepreneurial start-up organization with 200 members in Rochester and the surrounding area, challenged the Board to create a biobusiness campus.

Joe Weiss, Rochester resident and developer of affordable housing, indicated an interest in the planning effort and potential sites for housing.

Al Lund, retired IBM engineer, discussed the lack of a budget line for investment in IT infrastructure.

Barry Skolnick spoke about the quality of architecture.

VII. Chair's Report. Chair Smith provided a report to the Board on the following:

A. Accomplishments to-date. Chair Smith provided an update of the DMC accomplishments to-date, including establishing the governance structure, establishing clear and productive lines of communication with DMCC, City and EDA, the establishment of the EDA, establishing guiding goals for the development plan, initiating the planning process, two public forums and another public forum tonight. In December, the DMCC will receive the draft Development Plan, and will be in the implementation stage soon thereafter.

B. Other Updates.

1. Chair Smith recognized the attendance of Senator Carla Nelson, Representative Kim Norton, Council President Randy Staver, Council Member Sandra Means, County Board Commissioner Sheila Kiscaden, and Steve Kvenvold and Gary Neumann from the City Administration.
2. Insurance Update: Chair Smith requested that Kathleen Lamb address the Board. Ms. Lamb reported that a risk assessment was underway.
3. DEED Update: The Agreement with City of Rochester is in the process of being finalized. A question has been raised about whether the investment certification is based on cumulative or annual calculations. DEED has confirmed they are moving forward with the cumulative formula, and they are also asking the Attorney General for an opinion. Mayor Brede and Mr. Rybak both voiced support and thanked Chair Smith for her leadership. Chair Smith also thanked Senator Senjem, Representative Norton and Senator Skoe for their leadership and shared vision.

VIII. DMCC 2015 Funding Request.

- A. 2014 Budget Year to Date: Dale Martinson, Assistant Treasurer, provided a report on current expenses, year-to-date through July.
- B. 2015 Funding Request and Five Year Capital Plan: Amy Supple of Hammes Company, the EDA Project Manager, provided an overview of the budget request. Mr. Campbell noted he was part of a group that reviewed the budget on behalf of DMCC, and was satisfied with the budget and financial plan for the year. Chair Smith thanked Mr. Campbell, Mr. George and Commissioner Bier for their work to review the plan.

Commissioner Bier moved to amend the EDA budget, by adding \$250,000 to the legal services column and \$35,000 to the budget under marketing costs for DMCC website enhancements. Mr. George seconded the amendment.

Ayes (7), Nays (0), the motion to amend was approved.

Commissioner Bier then moved approval of the 2015 DMCC Funding Request as amended, and the Five Year Capital Plan, and authorized the DMCC Chair and Treasurer to transmit the amended 2015 DMCC Funding Request and Five Year Capital Plan to the City of Rochester, and to take such actions as are necessary and appropriate

to effectuate the 2015 DMCC Funding Request and Five Year Capital Plan. Mr. George seconded.

Ayes (7), Nays (0), the Motion carried.

IX. Women and Minority Business Enterprise, Small Business Inclusion: Update. Ms. Supple updated the Board on activities regarding women and minority business enterprise, and small business inclusion. Mr. Rybak and Ms. Park Rani commended this effort and offered their assistance in shaping the policy. Ms. Park Rani asked if there would be hiring goals. Ms. Supple responded that this is part of what needs to be studied. Chair Smith noted both City and County are doing work on this effort and DMCC needs to be linked with both bodies.

X. DMCC Travel Policy.

Resolution A: Approving a Travel Policy with Respect to Out-of-State Travel. Ms. Lamb provided an overview of the policy. Commissioner Bier moved approval. Mr. Campbell seconded.

Ayes (7), Nays (0), Motion carried.

XI. Working Capital Loan Agreement: Update. Ms. Lamb reported that a term sheet has been executed between the DMCC, EDA and City and that final agreements were being negotiated.

XII. Economic Development Agency: Report. Lisa Clarke, interim EDA Executive Director, reported that: 1) the EDA is executing its work within the DMCC approved budget and schedule; 2) that coordination has been a major focus of the efforts of the EDA, including coordination with the City staff and comprehensive plan teams through the technical committee meetings; 3) the community engagement team continues to actively engage and receive feedback on the plan through electronic communications, community presentations, meetings with stakeholders and neighborhood groups. 4) the EDA continues the process to recruit an executive director, and; 5) the Best Practices trips have been scheduled for late September and early October.

Mr. George asked if market research had been completed on what people who come to Rochester want. Ms. Clarke stated that market research had been done. Ms. Supple noted that the business plan would be provided in November. Mr. Rybak, Mr. Campbell and Commissioner Bier all noted the importance of focusing on the growth of workforce and targeted business initiatives. Mr. George noted the importance of focusing on entrepreneurialism and small business. Mayor Brede noted that RAEDI and others are working on new business initiatives with the EDA and others. Chair Smith requested follow-up on two specific items: research about what individuals and businesses are looking for; and a discussion about economic development and retail start-ups.

XIII. City of Rochester. Council President Staver reported that the City Council unanimously adopted an interim M/WBE Policy in July, 2014. The City, Mayo Clinic and Chamber of Commerce are working to develop a supplier diversity initiative. Further, the City and County had recently completed a study on affordable housing needs. Mitzi Baker, from the Rochester-Olmsted County Planning Department, provided an update on the comprehensive plan.

XIV. Meeting Schedule. Chair Smith noted the next meeting is November 13, 2014, at 9:00 a.m. The EDA will also be contacting Board members to schedule a December, 2014 meeting date.

XV. Adjournment. Commissioner Bier moved to adjourn the meeting. Mr. George seconded.

Ayes (7), Nays (0), Motion carried.

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Destination Medical Center Corporation
Financial Summary October 2014

	2014 Approved Budget	Curent Month Oct 2014	Oct 2014 YTD	Amount Remaining	Percent Remaining
General Expenses	146,000	8,224	11,397	134,603	92%
Professional Services	400,000	59,351	359,005	40,995	10%
City Expenses	340,000			340,000	100%
Subtotal DMCC	886,000	67,574	370,402	515,598	58%
Third Party Costs - DMC EDA *					
Planning, Archictecture, Engineering	2,431,000	214,932	679,004	1,751,996	72%
Marketing and Public Relations					
Communications Marketing & PR	545,000	32,220	175,235	369,765	68%
Public Relations & Communications	245,000	4,333	46,620	198,380	81%
Development and Legal Services					
Development Services	1,675,000	182,500	1,277,500	397,500	24%
Financial, Accounting, and Investment Sei	675,000	67,500	472,500	202,500	30%
Legal Services	425,000	32,318	127,440	297,560	70%
Miscellaneous Professional Services					
Economic Analysis Market Research, Rep	351,000	38,086	220,753	130,247	37%
Other Professional Services & Project Cos	100,000		-		
Other Development Costs					
Payroll, Staff, Administration & Benefits-E	460,000		-	460,000	100%
General Expenses - EDA	382,000	7,838	112,520	269,480	71% *
Reimbursable Expenses	30,000		107,772	(77,772)	-259%
Subtotal DMC EDA	7,319,000	579,726	3,219,344	4,099,656	56%
Total All	8,205,000	647,301	3,589,746	4,615,254	56%
			DMCC Working Capital Note 3,000		
			EDA Working Capital Note 10,000		
* See Attached Contract Commitments for EDA Portion					

DETAIL COST REPORT #7

October 31, 2014

Division	Description	Schedule of Values							Variance	Work in Place	
		Master Project Budget A	Original Contract Amount B	Contract Revisions C	Committed Costs B+C	Committed Direct Owner Purchases D	Un-Committed Costs E	Final Projected Cost B+C+D+E	Over/(Under) Budget (B+C+D+E)-A	Total Work In Place	Percent Complete
DEVELOPMENT COSTS											
40-05-000	Architecture & Engineering	\$2,431,000.00	\$1,542,261.95	\$63,445.06	\$1,605,707.01	\$0.00	\$825,292.99	\$2,431,000.00	\$0.00	\$679,004.06	27.93%
40-05-300	Planning Services, Architecture, Engineering	\$2,431,000.00	\$1,542,261.95	\$63,445.06	\$1,605,707.01	\$0.00	\$825,292.99	\$2,431,000.00	\$0.00	\$679,004.06	27.93%
40-25-000	Marketing & Public Relations	\$790,000.00	\$234,403.05	\$84,321.01	\$318,724.06	\$0.00	\$471,275.94	\$790,000.00	\$0.00	\$221,855.51	28.08%
40-25-300	Communications, Marketing & PR	\$545,000.00	\$183,137.76	\$73,092.01	\$256,229.77	\$0.00	\$288,770.23	\$545,000.00	\$0.00	\$175,235.27	32.15%
40-25-310	Public Relations & Communications	\$245,000.00	\$51,265.29	\$11,229.00	\$62,494.29	\$0.00	\$182,505.71	\$245,000.00	\$0.00	\$46,620.24	19.03%
40-30-000	Development Services	\$2,350,000.00	\$2,300,000.00	\$0.00	\$2,300,000.00	\$0.00	\$50,000.00	\$2,350,000.00	\$0.00	\$1,750,000.00	74.47%
40-30-300	Development Services	\$1,675,000.00	\$1,675,000.00	\$0.00	\$1,675,000.00	\$0.00	\$0.00	\$1,675,000.00	\$0.00	\$1,277,500.00	76.27%
40-30-310	Financial, Accounting & Investment Services	\$675,000.00	\$625,000.00	\$0.00	\$625,000.00	\$0.00	\$50,000.00	\$675,000.00	\$0.00	\$472,500.00	70.00%
40-35-000	Legal Services	\$425,000.00	\$126,208.01	\$16,116.50	\$142,324.51	\$0.00	\$282,675.49	\$425,000.00	\$0.00	\$127,439.63	29.99%
40-35-300	Legal Services	\$425,000.00	\$126,208.01	\$16,116.50	\$142,324.51	\$0.00	\$282,675.49	\$425,000.00	\$0.00	\$127,439.63	29.99%
40-55-000	Misc Professional Services	\$451,000.00	\$298,473.00	\$10,000.00	\$308,473.00	\$0.00	\$142,527.00	\$451,000.00	\$0.00	\$220,753.47	48.95%
40-55-300	Economic Analysis, Market Research, Reports	\$351,000.00	\$298,473.00	\$10,000.00	\$308,473.00	\$0.00	\$42,527.00	\$351,000.00	\$0.00	\$220,753.47	62.89%
40-55-310	Other Professional Services & Project Costs	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	0.00%
40-90-000	Other Development Costs	\$872,000.00	\$93,849.94	\$127,484.58	\$221,334.52	\$0.00	\$650,665.48	\$872,000.00	\$0.00	\$220,291.50	25.26%
40-90-115	Payroll, Staff, Administration & Benefits-EDA	\$460,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$460,000.00	\$460,000.00	\$0.00	\$0.00	0.00%
40-90-120	General Expenses-EDA	\$382,000.00	\$93,849.94	\$19,712.79	\$113,562.73	\$0.00	\$268,437.27	\$382,000.00	\$0.00	\$112,519.71	29.46%
40-90-300	Reimbursable Expenses	\$30,000.00	\$0.00	\$107,771.79	\$107,771.79	\$0.00	(\$77,771.79)	\$30,000.00	\$0.00	\$107,771.79	359.24%
	Subtotal	\$7,319,000.00	\$4,595,195.95	\$301,367.15	\$4,896,563.10	\$0.00	\$2,422,436.90	\$7,319,000.00	\$0.00	\$3,219,344.17	43.99%
PROJECT CONTINGENCY											
90-00-000	Project Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	PROJECT TOTAL	\$7,319,000.00	\$4,595,195.95	\$301,367.15	\$4,896,563.10	\$0.00	\$2,422,436.90	\$7,319,000.00	\$0.00	\$3,219,344.17	43.99%



REPORT DATE: NOVEMBER 13, 2014

MASTER PROJECT BUDGET

The following is a summary of the sources and uses of funds included in the current payment application. This summary represents the approximately \$7.3 M portion of the budget and/or expenses that are managed and reported by the EDA. The balance of funding (approximately \$886,000 for a total budget of \$8.205 M) is DMCC and City of Rochester funding and managed outside of the EDA budget.

SOURCES OF FUNDS

City Contribution	\$7,319,000.00
TOTAL SOURCES	\$7,319,000.00

USES OF FUNDS

40	Development Costs	\$3,219,344.17
50	Financing Costs	
60	Other Project Costs	
90	Project Contingency	
	Remaining Budget	\$4,099,655.83
		\$7,319,000.00

- A summary of the sources and uses of funds as of Map #7 (September) is included above. A detailed cost report is also attached with this update.
- MAP #1 - #7 are processed. Map #8 (October) was submitted to City/DMCC on November 10, 2014.
- The EDA is operating within budget and no major budgetary risks for the 2014 calendar year are known at this time.

MASTER PROJECT SCHEDULE / DEVELOPMENT PLAN PROCESS

- The DMCC Development Plan remains on schedule. The major phases of work include the following:
 - Creative Analysis Phase: Completed in June 2014
 - Options Phase: Completed in October 2014
 - Preliminary Development Plan Phase: Target completion in November 2014 (Strategies) and submission in December 2014 (Full Draft) for DMCC board review. After review by the DMCC board, the plan will be submitted to the City of Rochester.
 - 60-Day City of Rochester Review Process: Target completion – February 2015
 - Targeted approval of the Development Plan: February 2015
- A milestone schedule for the 2014 (Remaining) / 2015 calendar years is attached.
- An outline of the major topics to be considered at EDA and DMCC Board Meetings in the coming months is attached with this report.
- The next DMCC Board Meeting and DMCC / EDA Working Session will be held on November 13, 2014.

PROJECT FINANCE / FINANCIAL MANAGEMENT

- The EDA, DMCC and City have executed a term sheet outlining the major terms and conditions of the Amendment to Advance Funds. The full contracts are under negotiation.
- The Attorney General issued an opinion indicating that the legislation was not clear that the investment made by private entities should be measured on a cumulative vs. annual basis. As a result, a clarification will be requested in the 2015 legislative session. The parties have agreed to advance the Development Plan, including Finance Plan and Operating Plan, under the assumptions made prior to issuance of this opinion. However, the clarification may require adjustments to certain details in the content of the submitted Development Plan and / or of certain documents and agreements on the project, including but not limited to, the DEED Agreement and project financing agreements.



DEVELOPMENT PLAN – PROCESS / DESIGN / PLANNING

- The EDA finalized the planning concepts that will be incorporated into the Preliminary Development Plan. The final concepts include the revisions in Peace Plaza and areas adjacent to 1st Street and 1st Avenue that were requested by EDA and DMCC board members at the September 11, 2014 DMCC / EDA Joint Board Session. The final master plan and transit plan concepts will be presented at the DMCC / EDA Joint Board Session on November 13, 2014.
- The preliminary economic and fiscal impacts analysis of the DMC project is complete and the results will be presented at the DMCC / EDA Joint Board Session on November 13, 2014.
- The EDA continues to meet monthly with the City Technical Committee and the City's Comprehensive Plan Team and provided an update on the status of DMC planning on October 8, 2014. The City is in the early stages of work on the comprehensive plan which is estimated to be completed over an 18-24 month period. The EDA Team will continue to coordinate with the Comprehensive Plan Team through the completion / approval of the Development Plan.
- The EDA Planning team is meeting regularly with City staff to discuss the advancement of the Development Plan. A current list of meetings is attached with the document.
- The EDA is conducting another regularly scheduled briefing- with City Council and County Commissioners to present the status of planning and obtain feedback. Briefings were held in early October 2014 and the EDA presented the design options concepts and informed the attendees that analysis was continuing to advance the financial framework / fiscal analysis. In general, both the City Council and County Board responded favorably to the concepts presented in the Options Analysis and were pleased with the concepts for Peace Plaza and the intersection of 1st Street and 1st Avenue. They were particularly interested in ensuring that the development plan includes the preservation of the historic Chateau Theater. In addition, they emphasized that the development plan include policies in regards to workforce / affordable housing, MBE / WBE / Local Business participation, ADA compliance.
- The planning team has continued meetings with stakeholder groups including working with Mayo Clinic to coordinate strategic planning for bio-science initiatives. The EDA also met with representatives from the Public Library to discuss issues related to potential direct impacts of the DMC Plan on the facility.
- EDA staff, planning team members, and board members from the EDA and DMCC completed best practice trips in early October 2014. Board members toured cities that had achieved success in revitalizing their downtowns, implementing transit strategies including streetcars and bus rapid transit (BRT) systems, and using public policy and strategic investments to attract private investment particularly in biotech and bio-med. The trips were conducted during the last week of September and the first week of October to the following cities: Portland, Oregon, Seattle and Bellevue in Washington State, Cleveland, Ohio, and Indianapolis, Indiana
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COMMUNITY INPUT PROCESS

- The EDA's community input consultant, who is the same consultant working on the City's Comprehensive Plan, is continuing coordination with the City on synchronizing the two processes.
- The EDA and City Comp Plan Team initiated a toolkit that is designed to encourage grassroots public participation and feedback in the planning process. The toolkit is available on-line and at the Rochester Public Library.
- The EDA continues on-going outreach activities including website updates, blogs, a bi-weekly newsletter and presentations within the community and the region.
- The 4th public forum will be held on November 13, 2014, 6:30 pm – 9:00 pm.

TARGETED BUSINESS / WORKFORCE

- The EDA continues its work with the City of Rochester and DMCC Board to establish a planning framework for targeted business and workforce initiatives.



- The City of Rochester has approved an interim M / WBE strategy which establishes targeted workforce goals of 4% minority and 6% women owned businesses. These targets are based on MNDOT's standards for the SE Minnesota region.

OPERATIONS

- The DMCC Board approved the 2015 DMC Operating Budget and EDA Work Plan in September 2014. This has been submitted to the City for approval.
- The requirement to clarify the legislation (see Project Finance / Financial Management Section) has resulted in the EDA being delayed in hiring permanent staff to support completion of the Development Plan and in launching full operations of the EDA. The EDA is anticipated to resume the search for a permanent Executive Director and staff when the technical legislative fix is complete.

KEY CONSIDERATIONS / IDENTIFIED RISKS

- **Advancement of Plan Concepts.** In November the planning team needs feedback from EDA / DMCC Boards and direction from EDA on advancement of the following, which serve as the foundation of the Development Plan:
 - Guiding Principals
 - DMC Districts and Conceptual Plan
 - Program and Phasing Models
 - Primary Transit Strategies and Framework
 - Finance Place Framework
 - DMC Development District Boundary
- **Coordination with the Comprehensive Plan.** The comprehensive plan is in its initial phases. The DMC Development Plan will be complete before the comprehensive plan completes its initial analysis. Coordination between the two planning teams is critical but there could be unknown issues that impact the timing of the plan. Both teams are committed to coordination to resolve and/or mitigate any potential issues.
- **Third Party Impacts.** Potential impacts from third parties (state agencies, political climate, etc.) could impact the schedule; EDA is already experiencing this with the inability to hire permanent staff.

MAJOR ACCOMPLISHMENTS LAST 60 DAYS:

The following provides an outline of the tasks completed in the last 60 days.

- Draft Guiding Principles
- Draft and Final Options For Master Plan and Transit Plan
- Cost Model
- Market Analysis, Program Recommendations and Phasing
- Framework / Methodology for Economic-Fiscal Baseline
- Framework for DMC Funding Models
- Coordination Meetings: City Comprehensive Plan Team and City / EDA Technical Team, City Finance Team
- City Council / County Commissioner Briefings
- Draft DMC 2015 Budget and EDA Work Plan
- Stakeholder Discussions On Targeted Business / Workforce Initiatives
- Third Public Forum on September 11th
- Working Capital Loan Term Sheet Complete
- Community engagement and public input process

MAJOR TASKS TO BE COMPLETED OVER NEXT 60 DAYS:

The following provides an outline of the anticipated tasks to be completed in the next 60 days.

- Final Options / Preliminary Master Plan
- Preliminary Transit Plan
- Preliminary Infrastructure Plan



**DESTINATION MEDICAL CENTER
ECONOMIC DEVELOPMENT AGENCY (EDA)
MONTHLY UPDATE REPORT**

- Magnitude of Cost Estimates and Sources of Funding
- Economic-Fiscal Impacts Analysis
- Finance Plan / Finance Strategy
- Marketing Work Plan
- EDA Operations Plan (5 Years)
- Targeted Business Framework
- DMCC Board Meeting on November 13th
- 4th Public Forum on November 13th
- Working Capital Loan Complete



**DESTINATION MEDICAL CENTER
ECONOMIC DEVELOPMENT AGENCY (EDA)
MONTHLY UPDATE REPORT**

COST REPORT

DETAIL COST REPORT #7

October 31, 2014

Division	Description	Schedule of Values							Variance	Work in Place	
		Master Project Budget A	Original Contract Amount B	Contract Revisions C	Committed Costs B+C	Committed Direct Owner Purchases D	Un-Committed Costs E	Final Projected Cost B+C+D+E	Over/(Under) Budget (B+C+D+E)-A	Total Work In Place	Percent Complete
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40-55-310	Other Professional Services & Project Costs	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	0.00%
40-90-000	Other Development Costs	\$872,000.00	\$93,849.94	\$127,484.58	\$221,334.52	\$0.00	\$650,665.48	\$872,000.00	\$0.00	\$220,291.50	25.26%
40-90-115	Payroll, Staff, Administration & Benefits-EDA	\$460,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$460,000.00	\$460,000.00	\$0.00	\$0.00	0.00%
40-90-120	General Expenses-EDA	\$382,000.00	\$93,849.94	\$19,712.79	\$113,562.73	\$0.00	\$268,437.27	\$382,000.00	\$0.00	\$112,519.71	29.46%
40-90-300	Reimbursable Expenses	\$30,000.00	\$0.00	\$107,771.79	\$107,771.79	\$0.00	(\$77,771.79)	\$30,000.00	\$0.00	\$107,771.79	359.24%
	Subtotal	\$7,319,000.00	\$4,595,195.95	\$301,367.15	\$4,896,563.10	\$0.00	\$2,422,436.90	\$7,319,000.00	\$0.00	\$3,219,344.17	43.99%
	PROJECT CONTINGENCY										
90-00-000	Project Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	PROJECT TOTAL	\$7,319,000.00	\$4,595,195.95	\$301,367.15	\$4,896,563.10	\$0.00	\$2,422,436.90	\$7,319,000.00	\$0.00	\$3,219,344.17	43.99%



MILESTONE DATES

The following provides an outline of the major milestone dates for the project known as of the date it was issued. This milestone schedule is not meant to be a comprehensive document and does not represent all meetings / calls, actions, tasks or deadlines associated with the project. The schedule is subject to change without notification.

Calendar Year 2014 (Remaining)

Date	Milestone Schedule
November 10 th	Due Date: EDA Payment Application #8 Submitted to DMCC for preliminary review/approvals
November 12 th	City Technical Committee Meeting
November 13 th	DMCC Board Meeting EDA/DMCC Joint Planning Session Public Forum
December 10 th	Due Date: EDA Payment Application #9 Submitted to DMCC for preliminary review/approvals
December 17 th	DMCC Board Meeting to accept submission of Preliminary Draft Plan

Calendar Year 2015

Date	Milestone Schedule
January 5 th	Due Date: EDA Payment Application #10 Submitted to EDA for preliminary review/approvals
January 10 th	Due Date: EDA Payment Application #10 Submitted to DMCC for preliminary review/approvals
January 31 st	Target Date: EDA completes Annual Report for review by DMCC Board, DMCC Board submits February 15 th (See Below)
February 1 st	Due Date: Additional budget recommendations from DMCC to City (if budget is not approved in previous year)
February 3 rd	Due Date: EDA Payment Application #11 Submitted to EDA for preliminary review/approvals
February 10 th	Due Date: EDA Payment Application #11 Submitted to DMCC for preliminary review/approvals
February 15 th	Due Date: DMCC/City Submit Annual Report to DEED
February 25 th	DMCC Board Meeting to Adopt Plan (Note: Meeting Needs to Be Scheduled/Date Confirmed)
March 3 rd	Due Date: EDA Payment Application #12 Submitted to EDA for preliminary review/approvals
March 10 th	Due Date: EDA Payment Application #12 Submitted to DMCC for preliminary review/approvals
March 1 st	Target Date: Completion of McGladry Review of Mayo Clinic Investments
March TBD	EDA Board Meeting: Any Final Actions on Development Plan / Approval of 2014 Investment Certification
March 5 th	Due Date: EDA Payment Application #12 Submitted to EDA for preliminary review/approvals
March 10 th	Due Date: EDA Payment Application #12 Submitted to DMCC for preliminary review/approvals
April 1 st	Due Date: Submittal of 2014 Certification of Investment to DEED
April 5 th	Due Date: EDA Payment Application #13 Submitted to EDA for preliminary review/approvals
April 10 th	Due Date: EDA Payment Application #13 Submitted to DMCC for preliminary review/approvals
May 5 th	Due Date: EDA Payment Application #14 Submitted to EDA for preliminary review/approvals
May 10 th	Due Date: EDA Payment Application #14 Submitted to DMCC for preliminary review/approvals
June 5 th	Due Date: EDA Payment Application #15 Submitted to EDA for preliminary review/approvals
June 10 th	Due Date: EDA Payment Application #15 Submitted to DMCC for preliminary review/approvals
July 5 th	Due Date: EDA Payment Application #16 Submitted to EDA for preliminary review/approvals
July 10 th	Due Date: EDA Payment Application #16 Submitted to DMCC for preliminary review/approvals
July 15 th	Due Date: DMCC report to DEED – Open Appointments, Annual Report Compilation
August 1 st	Due Date: 2016 EDA Operating Budget Submittal to DMCC Due Date: DEED Certification of Amount of GSIA
August 5 th	Due Date: EDA Payment Application #17 Submitted to EDA for preliminary review/approvals
August 10 th	Due Date: EDA Payment Application #17 Submitted to DMCC for preliminary review/approvals
September 1 st	Due Date: DMCC to Submit 2016 DMC Budget Request to the City of Rochester (Note includes DMCC, EDA and City Budgets) Due Date: DEED to Provide GSIA Funding to City
September 5 th	Due Date: EDA Payment Application #18 Submitted to EDA for preliminary review/approvals
September 10 th	Due Date: EDA Payment Application #18 Submitted to DMCC for preliminary review/approvals
October 5 th	Due Date: EDA Payment Application #19 Submitted to EDA for preliminary review/approvals
October 10 th	Due Date: EDA Payment Application #19 Submitted to DMCC for preliminary review/approvals



**DESTINATION MEDICAL CENTER
ECONOMIC DEVELOPMENT AGENCY (EDA)
MONTHLY UPDATE REPORT**

November 5 th	Due Date: EDA Payment Application #20 Submitted to EDA for preliminary review/approvals
November 10 th	Due Date: EDA Payment Application #20 Submitted to DMCC for preliminary review/approvals
December 5 th	Due Date: EDA Payment Application #21 Submitted to EDA for preliminary review/approvals
December 10 th	Due Date: EDA Payment Application #21 Submitted to DMCC for preliminary review/approvals



OUTLINE OF DISCUSSIONS / ACTIONS AT DMCC BOARD MEETINGS & EDA / DMCC WORKING SESSION

The following is a preliminary list of the items that may be discussed during the scheduled board meetings. Please note, this outline is preliminary in nature and is subject to change without notification.

November

- Preliminary Draft of Master Plan / Infrastructure Plan / Transportation Plan
- Preliminary Draft of Business Development Strategy
- Preliminary Draft of Marketing Strategy
- Preliminary Draft of Communications / Community Input Strategy
- Preliminary Draft of Finance Plan

December

- Submission of Preliminary Development to the DMCC and City for review

January / February

- City / DMCC Review Process

February

- DMCC Approval of Final Plan

DESTINATION MEDICAL CENTER CORPORATION

RESOLUTION NO. ____-2014

Approving the 2015 DMCC Board Regular Meeting Schedule

BACKGROUND RECITALS

The Minnesota Open Meeting Law provides that a schedule of the regular meetings of a public body shall be kept on file at its primary office. If a public body decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided for a special meeting.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, by the Destination Medical Center Corporation (“DMCC”) Board of Directors that the schedule of regular meetings for 2015 is set forth below. The meetings will begin at 9:30 a.m., and the location will be at the Mayo Civic Center. The Secretary is directed to post the 2015 schedule on the website and to post notification by such other means as she determines necessary and appropriate.

<u>Date</u>	<u>Time</u>	<u>Mayo Civic Center</u>
Thursday, January 29, 2015	9:30 a.m.	Riverview Room, Suite C
Thursday, February 26, 2015	9:30 a.m.	Riverview Room, Suite C
Thursday, March 26, 2015	9:30 a.m.	McDonnell Suite
Thursday, April 30, 2015	9:30 a.m.	Presentation Hall
Thursday, May 28, 2015	9:30 a.m.	Riverview Room, Suite C
Thursday, June 25, 2015	9:30 a.m.	Riverview Room, Suite C
Thursday, July 30, 2015	9:30 a.m.	Riverview Room, Suite C
Thursday, August 27, 2015	9:30 a.m.	Riverview Room, Suite C
Thursday, September 24, 2015	9:30 a.m.	Riverview Room, Suite C
Thursday, October 29, 2015	9:30 a.m.	McDonnell Suite
Thursday, November 19, 2015	9:30 a.m.	Riverview Room, Suite C
Thursday, December 17, 2015	9:30 a.m.	Riverview Room, Suite C