BOARD MEETING AGENDA
April 24, 2018 - 6:30 PM

Pledge of Allegiance
Introductions
Approve Agenda/Additions
Guest Presentation:
Round Robin: Share recent actions, discussions or issues from your city, county, council or board

1. **Action Items**
   a. Milan Hedgehog Grant request

2. **Information Items**
   a. Planner Update
   b. Executive Director Update
   c. Revolving Loan Fund Update
   d. Revolving Loan Fund Terms and Updates
   e. Opportunity Zone Update - ADDITION

3. **Discussion Items**
   a. BHAG Recap

4. **Consent Agenda Items**
   a. Minutes from UMVRDC March 2018 Meeting
   b. March 2018 Treasurer’s Report and Board Payment Listings
   c. RLF Treasurer’s Report
   d. Milan Technical Assistance Contract
   e. Montevideo Arts Project 2018
   f. Granite Falls Memorial Park Technical Assistance Contract

**NOTE:** All items listed under consent agenda will be enacted by one motion. Upon request, member can remove items from the consent agenda list and have them considered separately under Action Items.

**Staff Presentation:** Childcare Case Studies- Laura
**Citizen Comments:**

**Adjournment:**

**Next Meeting: Tuesday, May 22**
Board of Directors budget meeting @5pm (Rusty, Jim D, Mark, Gary H, Gene S, Gary J)
TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: April 24, 2018
RE: Milan Hedgehog Grant Request

The City of Milan has requested assistance with strategic planning and grant writing for the coming year from UMVRDC staff. This is similar to the work we have done with the city of Appleton. We plan to work with the council to decide what projects to work on and do some grant writing. They may decide to pursue a SCDP grant as part of this contract.

Milan has submitted a Hedgehog Grant application for 50% of the application contract cost, in the amount of $5,000.

In 2018 we have expended the following in Hedgehog Grants.
- $4,000 to the city of Clarkfield for the SCDP application
- $3,300 to the Upper Sioux Community for FEMA grant writing.
- $2,000 to the city of Dawson for grant writing.

**Hedgehog Grant Program**

The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMVRDC.

1. We wanted to entice contracts with units of government we were not regularly working with, especially our smallest communities that have more limited capacity and budgets.
2. We wanted to fund grant writing that has the potential to generate follow up grant administration for the RDC.
3. We wanted to encourage larger scale planning processes that may lead to future opportunities and contracts with the RDC to implement the work of the plans.

The Commission has the following options:

a) Fully fund the application
b) Partially fund the application
c) Deny the application

**ACTION REQUESTED**

Review the Hedgehog Grant Application request for $5,000 from the City of Milan and recommend action.
The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMVRDC.

Hedgehog Grant Review Criteria

<table>
<thead>
<tr>
<th>Date:</th>
<th>April 24, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/County/Township/Tribal/School District Name:</td>
<td>City of Milan</td>
</tr>
<tr>
<td>Project Name:</td>
<td>Milan Technical Assistance Contract</td>
</tr>
</tbody>
</table>
| Cost:         | $\_10,000\_
\_
\_
\_ Total Estimated Project Cost |
|              | $\_5,000\_
\_
\_
\_ Total local share |
|              | $\_5,000\_
\_
\_
\_ Requested Amount from Hedgehog Grant (50% of the total project cost up to $5,000.) |
|              | $\_1,700\_
\_
\_
\_ Amount left for cities under 500 if this project is funded |
|              | $\_4,000\_
\_
\_
\_ Amount left for other units of government |

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
<th>In progress</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>City under 500 population</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received a Hedgehog Grant this RDC fiscal year (July-June)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMVRDC proposal accepted and contract in place</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligible project area:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015 Year of last contract with RDC: Small grant to study housing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential for follow up work: Potential for implementation of grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total contract amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RDC Recommended for funding DATE:___________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INFORMATION MEMO

TO:            Upper MN Valley RDC Commissioners
FROM:                      Kristi Fernholz, Melissa Streich, Kirk Bustrom, Isaac Jensen, Laura Ostlie
DATE:          April 24, 2018
RE:               Planner Update

In the continuing effort to update the Commission on projects, staff has prepared the following summary.

CONTRACTS:
Lac qui Parle & Swift Counties All Hazard Mitigation Plan Updates – Kirk
RDC staff is working with Lac qui Parle and Swift counties on 5-year updates of their All Hazard Mitigation Plans. RDC staff is working with County emergency managers on scheduling task force and public meetings and authoring plan updates. The third of four planned task force meetings for Lac qui Parle county was held on March 19th. The third of four task force meetings for Swift County was held on March 29th. Subcontracts have been finalized with the UMD Geospatial Analysis Center for related GIS mapping and Level 2 HAZUS Flood Analysis. RDC staff are currently working with UMD GAC and County staff to coordinate data requirements.

Lac qui Parle County Park Master Plan- Kristi
The park board presented to the Lac qui Parle County Board on April 3rd, and received good feedback. The Lac qui Parle County Park Board met April 10th to continue discussions about the park and design concepts from Damon Farber, the landscape architect.

Appleton TA - Kristi
The Appleton Comprehensive Plan will be adopted April 18th after a public hearing.

Milan Listening House - Kristi
The Milan Listening House continues to work to complete our project and work towards additional phases.

Memorial Park - Kristi
Memorial Park will be exploring their next funding request for phase III of the park. They hope to start construction on phase I this summer which includes bathrooms, shelter improvement and crosswalk.

Montevideo Arts Project (MAP) - Kristi
The UMVRDC submitted a planning grant to SMAC to hire an artist to work with MAP to figure out their next public art project. The city has identified a number of staircases in the downtown area that could be utilized for public art. We are hoping to find some new partners with this project.

Benson SCDP – Laura
On June 30th, The City of Benson was notified that their SCDP application was awarded. The $638,250 grant award along with additional leveraged resources, will total $854,000 in rehabilitation within the city. The goal is to have 20 owner-occupied homes and six commercial
business’ benefit from the grant that will span through September 2020. At this time, 9 owner occupied properties have completed the lead testing process and commercial properties have undergone initial inspections.

**Clinton, Graceville and Beardsley SDCP – Laura**  
On the owner occupied side of the project, 2 applications are in process currently, 7 projects have bids out, 5 completed, and four in the financing or proceed stage. On the commercial side of things, one project has been completed already, two in the construction stage, and three in the bid process.

**Lac qui Parle EDA Revolving Loan Fund- Laura**  
Once RDC receives the required reporting training through USDA, the RLF will be available to start receiving loan applications. Currently at this time, the RLF will consist of the $99,999 grant via USDA along with the matching funds of $25,000 from the Lac qui Parle EDA. One potential applicant for the funds has been identified and is working with staff on the application process.

**PROGRAM UPDATES:**

**EDA Planning Grant – Kirk**  
The UMVRDC was invited to re-apply to the U.S. Department of Commerce – Economic Development Administration economic development planning grant program. The grant provides $70,000 each year to the UMVRDC to provide economic development activities and services throughout the region. The UMVRDC was invited to submit an application at a 50% grant rate for up to $210,000 in EDA funds for FY 2018 Partnership Planning Assistance under a 3-year grant to continue a comprehensive economic development planning program. The planning grant application was submitted January 24th. Notice of Investment Award was received from Congressman Collin Peterson’s office March 26th.

**Meander – Kristi and Marcy**  
We continue to work on the 2018 Meander. The next step is to work on the new brochure as we finalize sponsorships.

**MN River Valley National Scenic Byway - Kristi**  
Work on the Marketing Plan, Corridor Management Plan and Visitors Guide are the priorities. We are updating the discovery sites and completing all open grants in the next month.

**Prairie Waters Regional Tourism/Get Rural (Regional Recruitment)** – The new Prairie Waters website launched in January. We will continue working on adding and collecting new content and widgets to the site.

**Opportunity Zones – Kirk and Laura**  
Opportunity Zones are a new community development program established by Congress in the Tax Cut and Jobs Act of 2017 to encourage long-term investments in low-income and urban communities nationwide. The Governor is authorized to designate 25% of eligible census tracts as Opportunity Zones in the state. RDC staff are working with regional city/county representatives, along with the Southwest Initiative Foundation, to convene for purposes of crafting a response to the Governor prioritizing and ranking Opportunity Zones within the region. The initial deadline for submittal of county response was March 8th but was extended to March 29th.

**CONTRACT DEVELOPMENT:**
Browns Valley Grant Admin – Toelle Coulee Flood risk reduction – Kristi and Laura
We were asked to provide grant administration for flooding project between Browns Valley and the DNR. We will be working on a grant agreement with Browns Valley in the coming weeks.

Regional Fire Departments – Assistance to Firefighters Grant – Isaac
After discussing the possibility of a regional application with Wood Lake Fire Department, I reached out to the regional coordinator for the grant program who confirmed that a regional application would have an increased likelihood of being funded. I reached out to all regional fire departments, and as of 04/17/2018 the fire departments of Beardsley, Clinton, Benson, Clara City, Milan, Canby, Clarkfield, Hanley Falls, Porter, St. Leo, and Wood Lake have confirmed an interest in pursuing a regional application in the FY19 grant cycle expected to open this fall.

I am continuing to reach out to the departments that have neither confirmed or declined participation in the application to offer them an opportunity to participate as well. Those departments include Correll, Graceville, Odessa, Ortonville, Appleton, Clontarf, Kerkhoven, Boyd, Dawson, Louisburg, Madison, Marietta, Nassau, Maynard, Montevideo, Watson, and Echo.

RTCC – Kristi and Dawn
We are working with Prairie Five to explore a grant application to create a regional transportation coordination council. We will continue the conversation in the coming months.

Active contracts
Benson SCDP
Clinton SCDP
Lac qui Parle EDA
Montevideo Arts Project
Maynard Museum
Granite Falls Memorial Park TA
LQP County Hazard Mitigation
Swift County Hazard Mitigation

Anticipated Completion
September 2020
September 2019
Ongoing
June 2018
June 2018
June 2018
May 2020
May 2020

INFORMATIONAL ONLY - No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: April 24, 2018

RE: Director’s Report

To update the Commission on my activities, I prepared the following brief summary of actions that I worked on since the last board meeting.

- Attended a steering committee meeting with the SWWC Service Coop. The Coop has a new grant program available for school collaboration [https://www.lyftpathways.org/](https://www.lyftpathways.org/) where schools can offer training around a variety of careers in demand based on local partnerships. Schools in SW MN are currently running classes in engineering, mechanics, medical careers, education, information technology and they are looking at more areas based on local interest.
- As Vice Chairperson for the SW MN Housing Partnership, held several conference calls about the selection process for the next CEO.
- As a member of the executive search committee for the Center for Rural Policy and Development has several conference calls to confirm a candidate to serve as the next leader for the organization.
- Attended the U of M Morris Center for Small Towns Advisory Committee meeting to hear about their student intern program and strategic planning for the organization.
- Attended a ATP 8 meeting for Isaac.
- Worked with Melissa to review strategies for the RDC website update.
- Laura and I attended the Broadband Day on the Hill and met with the regions legislators to share information from our region on broadband and childcare.
- Reviewed regional case studies on broadband and childcare.
- Matt and I reviewed end of the year budget and started looking forward to the FY19 budget process.
- Worked with server virtualization consultant to make plans for server migration.
- Melissa, Kirk and I met with SWIF to discuss a feedback session with local businesses and the Get Rural workforce attraction campaign.

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: April 24, 2018
RE: RLF Update

LOAN STATUS REPORT

DEFAULTS (90days+)
None

DELINQUENT (less than 90 days)
None

DEFERRED PAYMENTS
None

PAID IN FULL
None

LOANS APPROVED BUT NOT DISBURSED
Vali Vu Motel- Following attempts to communicate with applicant to schedule a closing date of the approved loan, RDC staff reached out to gap lenders on the project. RDC staff was informed by the gap lender that the applicant was no longer moving forward with the project. A final letter will be sent to the applicant requesting communication due within 30 days or the UMVRDC RLF financing commitment will be null and void.

OTHER-
Jager Building Supply, LLC- The settlement check of $28,000 from the borrowers was deposited on 4/13/18. The remaining principal balance of $10,234.49 will be written off and a 1099c will be issued in January 2019. The UCC has been terminated and provided to the borrowers.

NEW LOANS
Jamers 1 Stop- Closing took place March 1st on the $20,000 Disaster RLF. First payment was received April 15th.

Anderson-TeBeest Funeral Home- Closing took place March 29th on the $69,720 Original RLF. First payment is due May 1st.
PAYOFFS / BALLOON PAYMENTS ANTICIPATED
None

OTHER
Jager Building Supply, LLC- The RDC received the $28,000 settlement check on 4/13/18. The borrower’s life insurance assignment has been terminated along with the UCC. With the accrued interest, the balance to be

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Economic Development Specialist

DATE: April 24, 2018

RE: RLF Update

On April 10th, EDA staff notified the UMVRDC that they would be mailing out the updated Standard Terms and Conditions that apply to all EDA funded RLF awards. The updates align with the EDA’s recent revision of the regulations governing the RLF programs which took effect January 2018.

With the time sensitive documentation, Dawn Hegland, the UMVRDC’s Authorized Representative, signed the updated terms and conditions. The documents have already been mailed back to EDA.

If there are any questions around the reporting and grading provisions within the new regulations, please contact Laura for an update.

INFORMATIONAL ONLY- No Action requested
TO: Upper MN Valley RDC Commissioners
FROM: Kirk Bustrom, Senior Planner
DATE: April 24, 2018
RE: Governor Designated Opportunity Zones

The following news release was issued Friday, April 20th:

Gov. Dayton Submits Opportunity Zone Recommendation to U.S. Treasury
~128 census tracts in Minnesota recommended for Opportunity Zone designation~

ST. PAUL – Gov. Mark Dayton today recommended to the U.S. Department of Treasury 128 low-income census tracts in Minnesota to be designated as Opportunity Zones.

Opportunity Zones are a new economic and community development program established by Congress in the Tax Cut and Jobs Act of 2017 to encourage long-term economic development and housing investments in low-income communities nationwide.

“Expanding access to good jobs and better opportunities has been a top priority for my Administration. These efforts have been especially important in communities that are experiencing continuing economic disparities,” said Governor Dayton. “The Opportunity Zones program provides Minnesota a great opportunity to work with local community leaders and our federal partners to build upon that important work and improve people’s lives.”

“Opportunity Zones have the potential to bring much needed investment to some of Minnesota’s lowest-income areas to spur economic development,” said DEED Commissioner Shawntera Hardy. “This program could lead to new strategies to bridge public-private partnerships.”

“We believe that some Opportunity Zones may be attractive for investments in workforce housing, which is in short supply in many communities around the state,” said Minnesota Housing Commissioner Mary Tingerthal.

Under the law, each Governor is authorized to designate 25 percent of eligible census tracts as Opportunity Zones in their state. In Minnesota, 509 census tracts are eligible for designation.

The Department of Employment and Economic Development (DEED), together with Minnesota Housing, asked Minnesota’s 87 counties, eleven tribal nations,
and first-class cities, to prioritize and rank eligible census tracts for recommendation. The state does not have a role in Opportunity Zones beyond this initial step.

Once approved by the U.S. Department of Treasury, projects in Opportunity Zones will be eligible for funding through Opportunity Funds. Opportunity Funds are an investment vehicle that is set up as either a partnership or corporation for investing in eligible property that is located in an Opportunity Zone and that utilizes the investor’s gains from a prior investment for funding the Opportunity Fund. Guidance for opportunity funds are being developed by the Treasury Department and the Internal Revenue Service and should be available later this year.

DEED is the state’s principal economic development agency, promoting business recruitment, expansion and retention, workforce development, international trade and community development. For more details about the agency and its services, visit the DEED website or follow us on Twitter.

These are the census tracts in the Southwest Region recommended by the Governor for inclusion in the Opportunity Zone Program:

<table>
<thead>
<tr>
<th>Region</th>
<th>Census Tract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest</td>
<td>27011950300 Big Stone</td>
</tr>
<tr>
<td></td>
<td>27023950600 Chippewa</td>
</tr>
<tr>
<td></td>
<td>27033270400 Cottonwood</td>
</tr>
<tr>
<td></td>
<td>27063480400 Jackson</td>
</tr>
<tr>
<td></td>
<td>27067780800 Kandiyohi</td>
</tr>
<tr>
<td></td>
<td>27083360500 Lyon</td>
</tr>
<tr>
<td></td>
<td>27093560300 Meeker</td>
</tr>
<tr>
<td></td>
<td>27105105400 Nobles</td>
</tr>
<tr>
<td></td>
<td>27117460200 Pipestone</td>
</tr>
<tr>
<td></td>
<td>27127750300 Redwood</td>
</tr>
<tr>
<td></td>
<td>27129790500 Renville</td>
</tr>
<tr>
<td></td>
<td>27133570300 Rock</td>
</tr>
<tr>
<td></td>
<td>27151960400 Swift</td>
</tr>
<tr>
<td></td>
<td>27173970100 Yellow Medicine</td>
</tr>
</tbody>
</table>

As the Federal EDA designated RDD, RDC staff will be working with MN DEED, SWIF and local units of government to convene discussions and planning efforts regarding the formation and administration of Opportunity Funds as further guidance is made available by the U.S. Department of Treasury.

**INFORMATIONAL ONLY- No Action requested**
DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: UMVRDC Staff

DATE: April 24, 2018

RE: BHAG Meetings

The BHAG Committee’s will be meeting prior to the Commission meeting. A member of each committee will provide an oral report on their committee meeting at the full Commission meeting.

- Community Development
- Marketing
- Board Stewardship

INFORMATIONAL ONLY- No Action requested
Marketing BHAG Committee Meeting  
April 24, 2018  
5:00-6:30 p.m.  
*Light supper provided*

**Marketing BHAG Committee:**
Debra Lee Fader, Brett Buer, Brent Olson, Jim Schmaedeka, Diane Kepner, Gary Hendrickx, Carrie Bendix

**Marketing BHAG Staff:**
Melissa Streich, Marcy Prince, Jackie Sigdahl

**Marketing BHAG Goal:**
All local units of government (LUGs) in Region 6W will know who we are and what we do.

1. Review FY18 Marketing BHAG
2. Suggestions/ideas
3. Childcare Case Studies
4. Newsletter Stats

Any time you have questions, comments, suggestions, etc. please email or call us!

Jackie.sigdahl@umvrc.org or 320-289-1981 x100  
melissa@umvrdc.org or 320-289-1981 x105  
marcy@umvrdc.org or 320-289-1981 x104
## Marketing BHAG: All local units of government (LUGs) in Region 6W will know who we are and what we do

### FY18: Year 9 of BHAG

#### Base Camps:

- **5-year:** 70% of our LUGs (2015)
- **10-year:** 80% of our LUGs (2020)
- **15-year:** 90% of our LUGs (2025)

<table>
<thead>
<tr>
<th>Strategy A.</th>
<th>Tactics</th>
<th>Timeline</th>
<th>Measurement</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. RDC Website:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each staff member will go through their section of the website and make updates</td>
<td>12 months</td>
<td>Update all program sections</td>
<td>10 program pages</td>
<td></td>
</tr>
<tr>
<td>Work with Vivid Image to update the UMVRDC website, including making it mobile responsive</td>
<td>12 months</td>
<td>In progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue to use web as the central communication connector for resources, latest news, newsletter, annual report, etc.</td>
<td>12 months</td>
<td>26 posts</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Strategy B.</th>
<th>Tactics</th>
<th>Timeline</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Contact all newly elected officials.</strong> Send packet with annual report, current newsletter, and staff contact info.</td>
<td>12 months</td>
<td>8 of new elected officials</td>
<td>Clinton, Benson, Holloway, Watson, Beardsley, YM County</td>
</tr>
<tr>
<td><strong>2. Highlight our projects in the region through the UMVRDC Annual Meeting and the Prairie Waters Annual meeting.</strong> Tour areas and amenities in our region, rotating it each year to a different county.</td>
<td>12 months</td>
<td>UMVRDC annual meeting each year.</td>
<td>UMVRDC - Kerkhoven, PW - Swift Falls</td>
</tr>
<tr>
<td><strong>3. Email/ constant contact</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary distribution vehicle for cities, counties, townships, schools districts and the tribal community.</td>
<td>12 months</td>
<td>at least 12</td>
<td>10</td>
</tr>
<tr>
<td>Send quarterly newsletters electronically through constant contact.</td>
<td>12 months</td>
<td>4 newsletters</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Strategy C.</th>
<th>Tactics</th>
<th>Timeline</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Complete a spreadsheet showing meaningful staff contact and meetings with each of our LUGs:</strong> 5 counties, 37 cities, 1 tribal govt., 10 school boards, 5 township assoc. annual meetings.</td>
<td>12 months</td>
<td>per LUG</td>
<td>See spreadsheet</td>
</tr>
<tr>
<td><strong>2. Use the annual community development survey to ask specific questions to each of our LUGs about whether they know who we are and what we do.</strong> 5 counties, 37 cities, 1 tribal govt., 10 school boards</td>
<td>12 months</td>
<td>per LUG</td>
<td></td>
</tr>
<tr>
<td><strong>3. Gather website statistics to evaluate the use of our website.</strong></td>
<td>12 months</td>
<td></td>
<td>Compare with past months/years</td>
</tr>
</tbody>
</table>

### Marketing pieces we currently utilize:

- **website**
- **annual report**
- **newsletter**
- **commissioner cards**
- **note pads & pens**
- **business cards**
- **brochure**
- **facebook**

### Evaluate effectiveness of marketing campaign with goal of measuring 70% basecamp in 2015. (70% = 41 contacts out of 58 possible)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Complete a spreadsheet showing meaningful staff contact and meetings with each of our LUGs:</strong> 5 counties, 37 cities, 1 tribal govt., 10 school boards, 5 township assoc. annual meetings.</td>
<td>12 months</td>
<td>per LUG</td>
</tr>
<tr>
<td><strong>2. Use the annual community development survey to ask specific questions to each of our LUGs about whether they know who we are and what we do.</strong> 5 counties, 37 cities, 1 tribal govt., 10 school boards</td>
<td>12 months</td>
<td>per LUG</td>
</tr>
<tr>
<td><strong>3. Gather website statistics to evaluate the use of our website.</strong></td>
<td>12 months</td>
<td></td>
</tr>
</tbody>
</table>

**4/18/2018**
Community Development BHAG Committee Meeting
Tuesday, April 24th, 2018
5:00 pm – 6:30pm
Light supper provided

Community Development Members:
Jim Dahlvang, Windy Block, Gene Bies, Jeff Olson, Bill McGearry, Lucas Olson, Gene Stengel, and Dawn Regnier

RDC Staff:
Kirk Bustrom, Isaac Jensen, and Laura Ostlie

BHAG Goal: Be the premier agency for Community Development in Region 6W.

Agenda

1. Choose a person(s) to recap our discussion.
2. FY18 Work Plan Accomplishments
3. Draft survey and timeline
4. FY19 Changes
5. Questions to consider:
   What emerging issues/opportunities do you see in the region?
Strategy A: Increase relationships with LUGs to better serve their needs.

1. Schedule a survey of LUGs in FY18 that will be a companion to the 2015-2018 year-end assessment. (Corresponds with Marketing BHAG). Follow up to get a response rate of at least 70% of counties and 50% of cities.

2. Review the goals and strategies outlined in the CEDS to track progress made in the region. Identify new ways to work toward the goals and strategies in the CEDS and identify any emerging topics.

3. Attend a city council meeting of all of our cities in FY18.

4. Strategic efforts to meet with all counties both commissioners and county staff.

5. Connect with the Upper Sioux Community Tribal Planner.

6. Attend the township association meetings.

7. Respond to community development needs of school districts.

8. Schedule a meeting to discuss the goals of the CEDS.

Strategy B: Provide LUGs with opportunities that help accomplish their goals and ensure the RCD is developing high quality projects aligned with current staffing resources.

1. Dedicate an amount of time to explore projects specific to the needs identified by our LUGs throughout the year, that may result in a contract.

2. Develop case studies that collaborate the top priorities of the self assessment completed in the spring of 2018.

3. Develop and strengthen relationships with organizations and partners that can help fulfill the needs of our local units of government.

Strategy C: Provide a regional format and platform for education.

1. Host or coordinate at least 4 trainings or workshops. Topics: Census Data, Transportation, Regional Recruitment, Chamber/Tourism, Housing, Empty Buildings

2. Research new and existing techniques to better engage the communities to determine what is most effective in the region for comp plans.

3. Collaborate with regional partners to offer impactful initiatives and learning opportunities (CERTS, ED Pros, etc)

Strategy D: Continue to be a driver in developing regional programming, planning, and platforms.

1. Identify sustainable funding for the Regional RecruitmentGet Rural Initiative and avenue ways to implement the project. Find ways to combine with Western Minnesota seven (7) planning, transportation, tourism, and other County initiatives, create a regional model and develop a regional brand, and continue to market our services for tourism and as a great place to live, work and play.

2. Expand grant programming in the region (more art based projects, complimentary events, etc.). Work with the MnArts Place project to develop art-based projects that address housing issues in the city. Develop a model that can work with other cities.

3. Continue to coordinate regional programs and projects such as RLF, Hazard Mitigation, Transportation planning, Western MN Farmers Alliance etc.

4. In addition to regional projects already listed, focus on regional issues that are identified by our LUGs such as:

   - Food loud (ongoing need)
   - Broadband (self assessment 2018)
   - Parks and Trail (self assessment 2018)
   - Regional Commercial/Presidential Building (self assessment 2018)
   - Strategic Plan (self assessment 2018)
   - 2020 Strategic Planning

5. Strategic efforts to meet with all counties both commissioners and county staff.

6. Connect with the Upper Sioux Community Tribal Planner.

7. Attend the township association meetings.

8. Respond to community development needs of school districts.

9. Schedule a meeting to discuss the goals of the CEDS.

10.6% Community Development BHAGs

Goal: Be the premier agency for community development in Region 6W.

4. Strategy B: Provide LUGs with opportunities that help accomplish their goals and ensure the RCD is developing high quality projects aligned with current staffing resources.

5. Strategy C: Provide a regional format and platform for education.

6. Strategy D: Continue to be a driver in developing regional programming, planning and platforms.

7. Identifiable resources are required to get us to our numerical goals. The strategy planning process will be by project and/or city, the number of identified resources will be a good indicator of the success of our plan.

8. Financial planning will contribute to the analysis of how to allocate resources to meet the goals and strategies in the CEDS.

9. Identify sustainable funding for the Regional RecruitmentGet Rural Initiative and ave necessary ways to implement the project. Find ways to combine with Western Minnesota seven (7) planning, transportation, tourism, and other County initiatives, create a regional model and develop a regional brand, and continue to market our services for tourism and as a great place to live, work and play.

10. Expand grant programming in the region (more art based projects, complimentary events, etc.). Work with the MnArts Place project to develop art-based projects that address housing issues in the city. Develop a model that can work with other cities.

11. Continue to coordinate regional programs and projects such as RLF, Hazard Mitigation, Transportation planning, Western MN Farmers Alliance etc.

12. In addition to regional projects already listed, focus on regional issues that are identified by our LUGs such as:

   - Food loud (ongoing need)
   - Broadband (self assessment 2018)
   - Parks and Trail (self assessment 2018)
   - Regional Commercial/Presidential Building (self assessment 2018)
   - Strategic Plan (self assessment 2018)
   - 2020 Strategic Planning

13. Financial planning will contribute to the analysis of how to allocate resources to meet the goals and strategies in the CEDS.
Agenda
UMVRDC Board Stewardship Committee
5:00 p.m., Tuesday, April 24, 2018

BHAG: The RDC Commission will have 100% of the Board Members engaged in stewardship for the UMVRDC.

Members:

<table>
<thead>
<tr>
<th></th>
<th>Gary J</th>
<th>Warren</th>
<th>Roy</th>
<th>Rusty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5:00-6:30
1. Pick reporter
2. Review 2017 Goals (attached)
3. Board member attendance
4. Recruitment of new RDC board members

Mission Statement: “Enable the region to thrive through assisting local governments.”

Goals
Take a leadership role in fostering regional cooperation and coordination among local units of government and other area entities.
Aid local units of government in obtaining, retaining and sustaining programs necessary for rural survival.
Promote ongoing share planning among all local units of government.
Develop the UMVRDC’s reputation as the region’s central point of access for information and assistance.
Fully develop the knowledge and expertise of commissioners and staff.
## Board Stewardship: The RDC Commission will have 100% of the board members engaged in stewardship for the agency.

<table>
<thead>
<tr>
<th>Base Camps:</th>
<th>82% attendance thru Oct, 88% thru March</th>
<th>4% participation by all board members? 25% excellent, 42% very good, 25% good, 2% fair, 0% poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance maintained at 80% or better.</td>
<td>July-Oct '17: 100% participation by all board members? 25% excellent, 42% very good, 25% good, 2% fair, 0% poor</td>
<td>April: 100% participation by all board members? 14% excellent, 81% very good, 13% good 11% fair 0% poor</td>
</tr>
<tr>
<td>80% of board surveys report that board members feel engaged with meetings and agenda.</td>
<td>Nov-March: 27% excellent, 43% very good, 28% good, 2% fair, 0% poor</td>
<td></td>
</tr>
</tbody>
</table>

### Strategy A.

<table>
<thead>
<tr>
<th>Tactics</th>
<th>Timeline</th>
<th>Measurement</th>
<th>2018 Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop an orientation strategy for all newly appointed Commission members to make sure all commissioners have a sufficient level of knowledge and understanding of the Commission to enable them to be strong advocates of the RDC.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Update orientation manual annually. Include a 1 page executive summary, revised acronym list.</td>
<td>Annually (Jan)</td>
<td>Orientation manual will be updated with new board policies.</td>
<td>Will update conflict of interest per auditors recommendations (DONE)</td>
</tr>
<tr>
<td>2. Executive Director will meet and provide orientation materials to NEW Commission members</td>
<td>As needed</td>
<td>Did the Exec. Dir. meet with all new board members?</td>
<td>Met with Gene Beis, met with new board members Dawn and Carrie</td>
</tr>
<tr>
<td>3. RDC staff take turns with 5-minute staff report at the board meeting</td>
<td>Monthly</td>
<td>Staff reports will be included at every meeting</td>
<td></td>
</tr>
<tr>
<td>4. Annually discuss special interest group board positions and reappoint members and or solicit new members. Current positions include: a board members from Prairie Five CAC, Director of PIC/Workforce Council, local EDA director, city administrator</td>
<td>Jul-17</td>
<td>A decision will be made by the board on whether to change or add any new public interest reps.</td>
<td>Windy (City Manager) Diane (Prairie Five)</td>
</tr>
<tr>
<td>5. Survey newest members about what questions they have after being on the board for 1 year and modify the orientation to include the information.</td>
<td>As new members are brought on</td>
<td>Survey completed and orientation modified.</td>
<td></td>
</tr>
<tr>
<td>6. Provide orientation summary to full board each year and ask them to renew their board member commitment form and conflict of interest form.</td>
<td>January and as new members join</td>
<td>Orientation summary will be provided and all members will renew their board member commitment form.</td>
<td>Done January 2018</td>
</tr>
</tbody>
</table>

### Strategy B.

<table>
<thead>
<tr>
<th>Tactics</th>
<th>Timeline</th>
<th>Measurement</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>To create a agenda that fully involves commissioners in policy setting and decisions and allows for the monitoring of BHAGs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Set BHAG committees and meet prior to Commission meetings. BHAG committee meetings will rotate. Members will have 2-year terms- every year 1/2 of each BHAG committee rotates.</td>
<td>Every year</td>
<td>All BHAG committees will meet in Nov, March, June</td>
<td>11/1/2017 and 4/24/18</td>
</tr>
<tr>
<td>2. Annually meet to review and discuss budget</td>
<td>May</td>
<td></td>
<td>Scheduled prior to May RDC meeting</td>
</tr>
<tr>
<td>3. Annually meet to review and discuss policies and personnel reviews and COLA</td>
<td>Jan</td>
<td></td>
<td>BOD met in January</td>
</tr>
</tbody>
</table>
4. Commission members will report their committee discussion at RDC meetings. Staff will ask for a volunteer committee member to report.  
   - Monthly  
   - Board members will report to full board at each meeting.  
   - Warren Reported in June, Rusty in November

5. Continue to implement the round robin at Commission meetings.  
   - Monthly  
   - Staff receives important information through discussions and interaction at board members that lead to projects

6. Have presentations under the discussion portion of the agenda. This could include speakers from communities, organizations or agencies.  
   - As determined by staff  
   - At least 4 presentations will be made.  
   - Montevideo Vets Home

7. Continue to utilize the Planner Update to inform and educate board members about the services and projects of the UMVRDC. Summarize topics better. Work with staff to determine what should be an info memo vs the planner update. Ask Commission members to share planner update with their boards/councils and share with others: city, county, school, EDA, P5 staff, county/city staff.  
   - Monthly  
   - Add a question on survey to see if members are reading, sharing or have suggestions for the planner update.  
   - Coordinate with marketing BHAG to utilize this update as info for the eblasts and other newsletters articles throughout the year.

8. Monitor attendance of board members per bylaws. Ask Chair and other board members to inquire about and encourage attendance - Give an annual perfect attendance award  
   - Monthly  
   - Members will talk to those members absent from 3 meetings. Hand out attendance sheet at each meeting.  
   - Gave attendance award June 2017

### Strategy C.  
#### Tactics  

<table>
<thead>
<tr>
<th>Strategy C.</th>
<th>Tactics</th>
<th>Timeline</th>
<th>Measurement</th>
</tr>
</thead>
</table>
| Create a process for ongoing leadership training and assessment of Board functioning. | 1. Implement an annual board retreat. Alternate between board leadership training and agency strategic planning  
2. Survey Commission members about board meetings. Review results with Chair.  
3. Complete NADO board self assessment help identify important areas of board operation that need improvement; measure progress toward | Annually | During FY18 at least one agency strategic planning session will be held with the board.  
We polled RDC members and the majority did not indicate that they wanted the results  
NADO board assessment will be completed and discussed for new strategies to incorporate in this BHAG |

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
RDC BOARD MINUTES
Upper Minnesota Valley Regional Development Commission
Appleton Civic Center
March 27, 2018

Board Members Present: Brent Olson, Rusty Dimberg, Gary Hendrickx, Roy Marihart, Bill McGeary, Jeff Olson, Debra Lee Fader, Warren Rau, Gene Bies, Diane Kepner, Mark Bourne, Jim Schmaedeka, Brett Buer, Windy Block, Gene Stengel

Board Members Absent: Lucas Olson, Jim Dahlvang, Gary Johnson

Guests: John Berends, Yellow Medicine County Commissioner

Staff Present: Dawn Hegland, Laura Ostlie, Isaac Jensen, Jackie Sigdahl

Call to Order
Vice Chairman Bourne called the meeting to order at 6:30pm.
Pledge of Allegiance conducted.
Introductions were made.

Approve Agenda/Additions
M/S/P – Rusty Dimberg, Windy Block made motion to approve the agenda with the addition of 1e. Economic Development Training Request, 1f. Public Interest Board Members, 2d. Staffing Update, 2e. EDA Planning Grant Update.

Round Robin Discussion:
- **Gary Hendrickx, Swift County**: Courthouse project will be complete in April. Jail expansion continues. Testified for Tim Miller’s bill on behalf of prison.
- **Brent, Big Stone County**: New county shop cost continues to rise. Three-year contract with unions is awaiting approval. Discussion on senior citizen meals with regards to MNRAA and Prairie Five – currently 90 meals/day.
- **Gary Johnson, Yellow Medicine County**: absent.
- **Rusty, Big Stone County Townships**: Annual township meeting is scheduled for April at 7pm in Clinton
- **Brett, Dawson/Boyd Schools**: pass
- **James, Chippewa County Townships**: Township annual meeting was successful with 55 attending.
- **Jim, Chippewa County**: absent.
- **Mark, LqP County Townships**: Township association considering mail-in ballot- significant savings. Made suggestion to post job openings on website.
- **Jeff, LqP County Municipalities**: Pass
- **Warren, Swift County Townships**: Talked about the mental health concerns at their annual township meeting. Discussed the details of Representative Miller’s bill on the purchase of the prison when the Department of Corrections needs additional beds that they would have to purchase the facility.
• **Debra Lee, Chippewa County Municipalities**: Looking for letters of support for veteran’s home. Montevideo Public Arts committee is continuing with another project of “painting steps”. Many business changes taking place.

• **Roy, LqP County**: Working on County Park becoming a regional park.

• **Gene Stengel, Yellow Medicine County Townships**: Assisting in locating funding for airport hangar and airport road.

• **Windy, City Administrator**: A $1.7 million capital improvement project from mainstreet to Hwy 7 has been approved. Care Center doing well. Swimming pool project going to litigation. Collaborative project with school on 7 new tennis courts.

• **Diane, Prairie Five CAC, Inc.**: Head Start specialist gave good review of program. Review of nutrition program will be done again in 3 months. Good discussion on RTCC at last meeting.

• **Gene Bies, Yellow Medicine County Municipalities**: Ferral cat issue in Canby.

• **Bill McGeary, Benson Schools**: School researching what action to take on security threats. School took over summer meal program.

• **Lucas Olson, Swift County Municipalities**: absent.

• **Dawn, UMVRDC**: Scholarship information has been forwarded throughout the region as well as to many secondary colleges that offer the degree.

• **John Berends**: New finance director is getting settled. Peg Heglund has submitted letter of resignation effective January 2019. Broadband discussion in county. Daycare meeting with Senator Tina Smith’s office has been rescheduled to April.

1. **Action Items**
   a. **Loan Advisory Board Recommendation**
   A request by Arthur and Krista Arndt to assist in the financing of the real estate for the purchase of the Vali Vu Motel in Ortonville.

   **M/S/P** – Brent Olson, Debra Lee Fader made motion to approve the recommendation of the loan of $30,000 at 5% for 10 years from the original fund contingent on the final letter from Minnwest Bank.

   Jager Building Supply, LLC
   A recommendation has been made to approve a $28,000 settlement in the Jager Building Supply loan. The remaining balance is $37,009.62. If approved, the borrowers have agreed to pay within 45 days.

   **M/S/P** – Gary Hendrickx, Rusty Dimberg made motion to approve the recommendation of accepting a $28,000 loan settlement request from Justin Jager on behalf of Jager Building Supply, LLC.

   b. **Corridors of Commerce Letter of Support**
   MnDOT is requesting the consideration of several projects within our region for letters of support.

   **M/S/P** – Gary Hendrickx, Brent Olson made motion to authorize a letter of support for projects that are supported within local jurisdiction only after communication with that community has been made and contingent on their local community support.
c. Dawson Minnesota Historical Society Grant Application Contract
The City of Dawson has requested assistance with the grant application for the Dawson Library Building to conduct a Conditions Assessment.

M/S/P – James Schmaedeka, Warren Rau made motion to approve the $4500 contract with the City to author a Minnesota Historical Society Historical and Cultural Grant.

d. Dawson Hedgehog Request
The City of Dawson has requested assistance in the amount of $2000 for the grant application for the Dawson Library Building.

M/S/P – Gary Hendrickx, Windy Block made motion approve the Hedgehog Grant Application request of $2000 from the City of Dawson. Abstaining was Jeff Olson.

e. Economic Development Training Request
Southwest Initiative Foundation (SWIF) has offered to cover a portion of the cost to send two staff to attend the Economic Development Marketing and Attraction Training Course in New Mexico in May.

M/S/P – Debra Lee Fader, Gene Stengel made motion to authorize Laura Ostlie and Melissa Streich to attend the 2018 Economic Development Marketing and Attraction Training Course in New Mexico up to $3000.

f. Public Interest Board Members
Interest for filling the two public interest vacancies on our board with Carrie Bendix of the Southwest Minnesota Private Industry Council and Dawn Regnier with Minnesota West Community & Technical College. They would join the board at the April meeting.

M/S/P – Brett Buer, Gene Bies made motion to approve both Carrie Bendix and Dawn Regnier as new public interest board members for a term to begin April 2018 through June 30, 2019.

2. Information Items
   a. Planner Update – A summary of current projects being worked on in the office by various staff.
   b. Executive Director’s Report – A brief-summary of projects and tasks that have required Dawn’s time and attention.
   d. Staffing Update – Marcy Prince, Communications Assistant, submitted her notice of resignation effective June.
   e. EDA Planning Grant - Notice of Investment Award was received from the Department of Commerce-EDA for a 3-year grant for $210,000.

3. Discussion Items
   a. ATIP Open House Recap
MnDOT held an open house to review and discuss the Area Transportation Improvement Program plan for the next four years. Maps and other pertinent material is available for anyone to see and share.
4. **Consent Agenda Items**
   a. Minutes from UMVRDC February 2018 meeting  
   b. February 2018 Treasurer’s Report and Board Payment Listings  
   c. RLF Treasurer’s Report  
   d. Browns Valley Fiscal Agent Contract

   **M/S/P** – Windy Block, Bill McGeary made motion to accept and approve the Consent Agenda Items in one motion as follows:

   - Approval of the minutes from February 2018  
   - Approval of the February 2018 Treasurer’s Report and Board Payment Listings  
   - Approval of the RLF Treasurer’s Report  
   - Authorize signature on the Browns Valley Fiscal Agent Contract for $14,000 to assist with DNR Flood Damage Reduction Grant

**Adjournment**
A motion by Debra Lee Fader, Rusty Dimberg for adjournment was made at 7:35pm. Meeting ended.

**APPROVED BY:**

__________________________
Gary Johnson
UMVRDC Chairman

**PREPARED BY:**

__________________________
Jackie Sigdahl
UMVRDC Administrative Assistant
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: April 24, 2018
RE: March 2018 Treasurer’s Reports
March 2018 Board Payment Listing

Attached is the treasurer’s report for March 2018. On the bottom of the revenue report is the current and year to date pass-thru revenue that is not included on the itemized revenue report. Pass-through items include things like payments to grants recipients; Meander and Tourism ads and special activities; Byway projects as well. At the end of the disbursement report are the agency bank balances for all accounts.

Also enclosed is the board payment listing that includes all checks and ACH payments for the month of March 2018

ACTION REQUESTED:
For the Commission to approve the March 2018 Treasurer’s Report, and Board Payment Listing with all checks (check # 20086–20119) and all ACH transactions.

Encl.
<table>
<thead>
<tr>
<th>FY18 Budget</th>
<th>Current</th>
<th>YR-To-DT</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>March</strong></td>
<td><strong>March</strong></td>
<td><strong>March</strong></td>
<td><strong>March</strong></td>
</tr>
<tr>
<td><strong>Agency Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>3,500</td>
<td>774</td>
<td>4,354</td>
</tr>
<tr>
<td>Levy</td>
<td>310,000</td>
<td>142,776</td>
<td>(48,384)</td>
</tr>
<tr>
<td>Prior Year HH and Match used</td>
<td>(37,807)</td>
<td>(48,384)</td>
<td></td>
</tr>
<tr>
<td>Potential HH Grants $20,000 - will reduce levy as awarded</td>
<td>-</td>
<td>-</td>
<td>(4,000)</td>
</tr>
<tr>
<td>Clarkfield Small Cities App</td>
<td>-</td>
<td>-</td>
<td>(4,000)</td>
</tr>
<tr>
<td>Upper Sioux PDM Grant App</td>
<td>-</td>
<td>-</td>
<td>(3,300)</td>
</tr>
<tr>
<td>Match Fiscal Year 18 - will reduce as matched to contracts below</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Prairie Waters</td>
<td>(20,000)</td>
<td>(26,000)</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>(13,235)</td>
<td>(13,235)</td>
<td></td>
</tr>
<tr>
<td>RLF</td>
<td>(10,000)</td>
<td>(10,000)</td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>5,000</td>
<td>33</td>
<td>3,735</td>
</tr>
<tr>
<td><strong>Economic Development/EDA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDA Planning Grant</td>
<td>70,000</td>
<td>48,657</td>
<td>70%</td>
</tr>
<tr>
<td>Revolving Loan Fund Admin (includes 10,000 match)</td>
<td>62,000</td>
<td>24,346</td>
<td>46,969</td>
</tr>
<tr>
<td><strong>TA Contracts Needed</strong></td>
<td>27,494</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appleton Technical Assistance FY17 (Includes $3,478.16 PY HH)</td>
<td>12,250</td>
<td>3,478</td>
<td>28%</td>
</tr>
<tr>
<td>Blandin Feasibility Study</td>
<td>6,412</td>
<td>7,094</td>
<td>111%</td>
</tr>
<tr>
<td>Blandin IT Connect II</td>
<td>2,530</td>
<td>2,528</td>
<td>100%</td>
</tr>
<tr>
<td>Blaindin Rural Connect II</td>
<td>5,300</td>
<td>215</td>
<td>4%</td>
</tr>
<tr>
<td>Chippewa County Pace</td>
<td>1,500</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>CERTS</td>
<td>2,400</td>
<td>2,865</td>
<td>119%</td>
</tr>
<tr>
<td>Certs Green Step Cities</td>
<td>2,620</td>
<td>2,615</td>
<td></td>
</tr>
<tr>
<td>Granite Falls Memorial Park</td>
<td>5,900</td>
<td>4,897</td>
<td>83%</td>
</tr>
<tr>
<td>HM Lqp/Swift Includes (Includes $10,000 Prior Year HH)</td>
<td>68,870</td>
<td>21,724</td>
<td>32%</td>
</tr>
<tr>
<td>Lqp Park Plan (Includes $3,937.50 Prior Year HH)</td>
<td>22,125</td>
<td>8,563</td>
<td>39%</td>
</tr>
<tr>
<td>Maynard Museum</td>
<td>1,918</td>
<td>419</td>
<td>22%</td>
</tr>
<tr>
<td>Monte Public Arts CY 2017</td>
<td>3,950</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Monte Arts Tractor</td>
<td>2,625</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>SWMNHP Milan Listening House</td>
<td>11,250</td>
<td>9,297</td>
<td>83%</td>
</tr>
<tr>
<td>Yellow Medicine Data Disaster Recovery Plan</td>
<td>-</td>
<td>748</td>
<td></td>
</tr>
<tr>
<td><strong>Grant Writing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential Grant Apps</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Clarkfield ChildCare</td>
<td>1,725</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Clarkfield SCDP APP (Includes $4000 HH)</td>
<td>8,000</td>
<td>4,000</td>
<td>50%</td>
</tr>
<tr>
<td>Dawson Library (Includes $1545.50 Prior Year HH)</td>
<td>2,900</td>
<td>3,091</td>
<td>107%</td>
</tr>
<tr>
<td>Granite Falls SCDP APP (Includes $4,000 Prior Year HH)</td>
<td>8,000</td>
<td>6,000</td>
<td>75%</td>
</tr>
<tr>
<td>Upper Sioux Community - PDM grant app (Includes $3,300 HH)</td>
<td>6,600</td>
<td>3,300</td>
<td>50%</td>
</tr>
<tr>
<td>Watson and LQP County Broadband App</td>
<td>5,729</td>
<td>5,729</td>
<td>100%</td>
</tr>
<tr>
<td>Yellow Medicine Co Broadband Grant App</td>
<td>6,477</td>
<td>6,478</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Grants Admin/Management</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Browns Valley Flood Recovery</td>
<td>7,555</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>SCDP Admin- Appleton</td>
<td>13,014</td>
<td>8,373</td>
<td>64%</td>
</tr>
<tr>
<td>SCDP Admin - Benson</td>
<td>17,400</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SCDP Admin - CGB</td>
<td>14,270</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Transportation/Byway/Tourism</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transportation Planning Grant 18 (Includes 13,235 FY 18 Match)</td>
<td>88,235</td>
<td>50,735</td>
<td>57%</td>
</tr>
<tr>
<td>Transportation Planning Grant 17</td>
<td>23,835</td>
<td>23,469</td>
<td>98%</td>
</tr>
<tr>
<td>Prairie Waters (Includes $21,243 PR Match, and $20,000 CY Match)</td>
<td>168,220</td>
<td>123,541</td>
<td>73%</td>
</tr>
<tr>
<td>Get Rural (Includes $10,000 PY Match)</td>
<td>29,500</td>
<td>17,850</td>
<td>61%</td>
</tr>
<tr>
<td>Byway Corridor Management Plan (Includes $4,180.08 PR Match)</td>
<td>19,545</td>
<td>7,606</td>
<td>39%</td>
</tr>
<tr>
<td>Art Crawl</td>
<td>36,500</td>
<td>6,020</td>
<td>40,797</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>1,004,107</td>
<td>47,698</td>
<td>506,985</td>
</tr>
<tr>
<td><strong>Pass-Thru Revenue (not included above)</strong></td>
<td>43,845</td>
<td>754,983</td>
<td></td>
</tr>
</tbody>
</table>
### FY18 Budget

<table>
<thead>
<tr>
<th>Expenses</th>
<th>FY18 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Fringe</td>
<td>712,460</td>
</tr>
<tr>
<td>Per Diem / FICA</td>
<td>10,765</td>
</tr>
<tr>
<td>Public Officials Ins.</td>
<td>4,500</td>
</tr>
<tr>
<td>Meeting Expense</td>
<td>1,500</td>
</tr>
<tr>
<td>Travel C&amp;C</td>
<td>5,000</td>
</tr>
<tr>
<td>Training</td>
<td>3,235</td>
</tr>
<tr>
<td>Audit</td>
<td>14,000</td>
</tr>
<tr>
<td>Contract for Services</td>
<td>36,000</td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>15,000</td>
</tr>
<tr>
<td>Computer Technical Assistance</td>
<td>12,000</td>
</tr>
<tr>
<td>Email</td>
<td>2,400</td>
</tr>
<tr>
<td>Copy Charge/xerox lease</td>
<td>4,500</td>
</tr>
<tr>
<td>Depreciation</td>
<td>7,200</td>
</tr>
<tr>
<td>Dues</td>
<td>3,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>1,300</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>2,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,000</td>
</tr>
<tr>
<td>Office Rent</td>
<td>12,210</td>
</tr>
<tr>
<td>Postage</td>
<td>6,500</td>
</tr>
<tr>
<td>Printing/Advertising</td>
<td>4,500</td>
</tr>
<tr>
<td>RDC Marketing Item</td>
<td>2,000</td>
</tr>
<tr>
<td>Registration/Program Specific</td>
<td>4,000</td>
</tr>
<tr>
<td>Repairs/Maintenance</td>
<td>1,500</td>
</tr>
<tr>
<td>Scholarship</td>
<td>5,000</td>
</tr>
<tr>
<td>Software GMS/GIS/General</td>
<td>7,000</td>
</tr>
<tr>
<td>Sub./Publications</td>
<td>2,000</td>
</tr>
<tr>
<td>Supplies</td>
<td>6,500</td>
</tr>
<tr>
<td>Telephone/Internet</td>
<td>8,500</td>
</tr>
<tr>
<td>Travel</td>
<td>35,000</td>
</tr>
<tr>
<td>Training</td>
<td>11,000</td>
</tr>
<tr>
<td>Morale</td>
<td>2,000</td>
</tr>
<tr>
<td>Wellness</td>
<td>2,000</td>
</tr>
<tr>
<td>Web Hosting/Maintenance</td>
<td>3,500</td>
</tr>
<tr>
<td>Travel</td>
<td>35,000</td>
</tr>
<tr>
<td>Training</td>
<td>11,000</td>
</tr>
<tr>
<td>Morale</td>
<td>2,000</td>
</tr>
<tr>
<td>Wellness</td>
<td>2,000</td>
</tr>
<tr>
<td>Web Hosting/Maintenance</td>
<td>3,500</td>
</tr>
</tbody>
</table>

#### Pass Thru Activity
- Byway CMP: 3,750
- Meander: 23,000
- Prairie Waters Ads: 21,000

**Total Expenses**: 1,001,820

**EXCESS REV. OVER EXP.**: 2,287

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Checking</td>
<td>$85,035</td>
</tr>
<tr>
<td>Money Market</td>
<td>$313,652</td>
</tr>
<tr>
<td>Certificate of Deposit</td>
<td>$350,674</td>
</tr>
<tr>
<td>RLF Savings</td>
<td>$387,632</td>
</tr>
<tr>
<td>Agency Auto</td>
<td>$53,246</td>
</tr>
<tr>
<td>Equipment Fund</td>
<td>$26,955</td>
</tr>
</tbody>
</table>

**UMVRDC Secretary/Treasurer**  **Date**  **UMVRDC Executive Director**  **Date**
<table>
<thead>
<tr>
<th>Check#</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20086</td>
<td>03/01/2018</td>
<td>Bangsund Construction Inc.</td>
<td>18,050.00</td>
<td>Clinton - Owner Rehab 521 Center Street</td>
</tr>
<tr>
<td>20087</td>
<td>03/01/2018</td>
<td>CITY OF APPLETON</td>
<td>1,016.67</td>
<td>March Rent</td>
</tr>
<tr>
<td>20088</td>
<td>03/01/2018</td>
<td>CULLIGAN WATER CONDITIONING</td>
<td>68.00</td>
<td>water</td>
</tr>
<tr>
<td>20089</td>
<td>03/01/2018</td>
<td>Federated Telephone, Inc</td>
<td>388.50</td>
<td>Internet and computer support</td>
</tr>
<tr>
<td>20090</td>
<td>03/01/2018</td>
<td>JAMES 1 STOP</td>
<td>20,000.00</td>
<td>Loan Disbursement from Disaster account</td>
</tr>
<tr>
<td>20091</td>
<td>03/01/2018</td>
<td>NCERS Minnesota</td>
<td>16.00</td>
<td>February payroll deductions Unit #954400</td>
</tr>
<tr>
<td>20092</td>
<td>03/01/2018</td>
<td>PRAIRIE FIVE CAC</td>
<td>274.00</td>
<td>Clinton Owner Admin</td>
</tr>
<tr>
<td>20093</td>
<td>03/01/2018</td>
<td>Ruth Keller</td>
<td>60.00</td>
<td>February cleaning</td>
</tr>
<tr>
<td>20094</td>
<td>03/01/2018</td>
<td>The Appleton Press</td>
<td>15.99</td>
<td>Meander Envelopes</td>
</tr>
<tr>
<td>20095</td>
<td>03/20/2018</td>
<td>Mark Bourne</td>
<td>77.24</td>
<td>Board Meeting</td>
</tr>
<tr>
<td>20096</td>
<td>03/20/2018</td>
<td>Jim Dahlvang</td>
<td>77.78</td>
<td>Board Meeting</td>
</tr>
<tr>
<td>20097</td>
<td>03/20/2018</td>
<td>Gary Johnson</td>
<td>170.83</td>
<td>Board Meeting</td>
</tr>
<tr>
<td>20098</td>
<td>03/16/2018</td>
<td>Appleton Oil Company, Inc.</td>
<td>102.27</td>
<td>inv#67026 van maintenance</td>
</tr>
<tr>
<td>20099</td>
<td>03/16/2018</td>
<td>Carie Driessen</td>
<td>21.80</td>
<td>rfr mtg</td>
</tr>
<tr>
<td>20100</td>
<td>03/16/2018</td>
<td>Craig Bakkelund</td>
<td>43.60</td>
<td>rfr mtg</td>
</tr>
<tr>
<td>20101</td>
<td>03/16/2018</td>
<td>Damon Farber Associates</td>
<td>3,995.50</td>
<td>lqp county park-design</td>
</tr>
<tr>
<td>20102</td>
<td>03/16/2018</td>
<td>DONS FOOD PRIDE</td>
<td>29.39</td>
<td>office supplies</td>
</tr>
<tr>
<td>20103</td>
<td>03/16/2018</td>
<td>Glen Kack</td>
<td>47.96</td>
<td>rfr mtg</td>
</tr>
<tr>
<td>20104</td>
<td>03/16/2018</td>
<td>Grants Management Systems, Inc.</td>
<td>130.00</td>
<td>billing#71022018 maintenance</td>
</tr>
<tr>
<td>20105</td>
<td>03/16/2018</td>
<td>Jeffrey Lopez</td>
<td>50.14</td>
<td>rfr mtg</td>
</tr>
<tr>
<td>20106</td>
<td>03/16/2018</td>
<td>Joe Fox</td>
<td>10.90</td>
<td>rfr mtg</td>
</tr>
<tr>
<td>20107</td>
<td>03/16/2018</td>
<td>KERKHOVEN BANNER</td>
<td>36.00</td>
<td>annual subscription</td>
</tr>
<tr>
<td>20108</td>
<td>03/16/2018</td>
<td>Mitch McKay</td>
<td>27.25</td>
<td>rfr mtg</td>
</tr>
<tr>
<td>20109</td>
<td>03/16/2018</td>
<td>MN PEIP</td>
<td>7,670.18</td>
<td>inv#60937 april health coverage</td>
</tr>
<tr>
<td>20110</td>
<td>03/16/2018</td>
<td>Terry Overlander</td>
<td>22.89</td>
<td>rfr mtg</td>
</tr>
<tr>
<td>20111</td>
<td>03/16/2018</td>
<td>USAble Life</td>
<td>14.00</td>
<td>life insurance #101436101G</td>
</tr>
<tr>
<td>20112</td>
<td>03/16/2018</td>
<td>Wilcox Law Office PA</td>
<td>470.00</td>
<td>Jamers 1 Stop fees</td>
</tr>
<tr>
<td>20113</td>
<td>03/16/2018</td>
<td>Xerox Corporation</td>
<td>315.28</td>
<td>copier base charge</td>
</tr>
<tr>
<td>20114</td>
<td>03/28/2018</td>
<td>Anderson-Tebeest Funeral Home</td>
<td>69,720.00</td>
<td>RLF loan disbursement</td>
</tr>
<tr>
<td>20115</td>
<td>03/28/2018</td>
<td>Bradley Hall</td>
<td>250.00</td>
<td>Pre-Press work for Meander 2018</td>
</tr>
<tr>
<td>20116</td>
<td>03/28/2018</td>
<td>Chase Card Services</td>
<td>1,216.49</td>
<td>DH - Nado travel Save your town membership</td>
</tr>
<tr>
<td>20117</td>
<td>03/28/2018</td>
<td>Chase Card Services</td>
<td>351.69</td>
<td>MM - supplies</td>
</tr>
<tr>
<td>20118</td>
<td>03/28/2018</td>
<td>Chase Card Services</td>
<td>9.25</td>
<td>LF - travel</td>
</tr>
<tr>
<td>20119</td>
<td>03/28/2018</td>
<td>Chase Card Services</td>
<td>59.50</td>
<td>MP - USPS</td>
</tr>
<tr>
<td>20120</td>
<td>03/28/2018</td>
<td>Chase Card Services</td>
<td>405.51</td>
<td>LJ - charges</td>
</tr>
<tr>
<td>20121</td>
<td>03/28/2018</td>
<td>Chase Card Services</td>
<td>169.20</td>
<td>agency auto</td>
</tr>
<tr>
<td>20122</td>
<td>03/28/2018</td>
<td>CULLIGAN WATER CONDITIONING</td>
<td>68.00</td>
<td>water</td>
</tr>
<tr>
<td>20123</td>
<td>03/28/2018</td>
<td>Ortonville Independent</td>
<td>76.00</td>
<td>newspaper subscription</td>
</tr>
<tr>
<td>20124</td>
<td>03/28/2018</td>
<td>WEST CENTRAL TRIBUNE</td>
<td>199.50</td>
<td>Subscription renewal</td>
</tr>
<tr>
<td>20125</td>
<td>03/28/2018</td>
<td>Aflac</td>
<td>81.92</td>
<td>March Aflac</td>
</tr>
<tr>
<td>20126</td>
<td>03/05/2018</td>
<td>Federated Telephone, Inc</td>
<td>385.54</td>
<td>March 18 federated telephone bill</td>
</tr>
<tr>
<td>20127</td>
<td>03/01/2018</td>
<td>Delta Dental</td>
<td>422.29</td>
<td>March 18 Dental Insurance</td>
</tr>
<tr>
<td>20128</td>
<td>03/05/2018</td>
<td>MN STATE RETIREMENT SYSTEM</td>
<td>270.00</td>
<td>03/05/18 Staff PR Deferred comp</td>
</tr>
<tr>
<td>20129</td>
<td>03/05/2018</td>
<td>Internal Revenue Service</td>
<td>4,565.54</td>
<td>03/05/18 UMVRDC Staff PR taxes</td>
</tr>
<tr>
<td>20130</td>
<td>03/05/2018</td>
<td>State of Minnesota</td>
<td>709.00</td>
<td>03/05/18 Staff PR State taxes</td>
</tr>
<tr>
<td>20131</td>
<td>03/05/2018</td>
<td>Upper MN Valley RDC - Staff PR</td>
<td>15,056.97</td>
<td>Staff Direct Deposit</td>
</tr>
<tr>
<td>20132</td>
<td>03/05/2018</td>
<td>PUBLIC EMPLOYEES RET ASSOC</td>
<td>3,128.51</td>
<td>03/05/18 Staff PR PERA</td>
</tr>
<tr>
<td>20133</td>
<td>03/05/2018</td>
<td>Select Account</td>
<td>1,466.66</td>
<td>3/5/18 Staff PR HSA</td>
</tr>
<tr>
<td>20134</td>
<td>03/20/2018</td>
<td>Internal Revenue Service</td>
<td>4,549.33</td>
<td>03/20/18 UMVRDC Staff PR taxes</td>
</tr>
<tr>
<td>20135</td>
<td>03/20/2018</td>
<td>State of Minnesota</td>
<td>743.00</td>
<td>03/20/18 Staff State Taxes</td>
</tr>
<tr>
<td>20136</td>
<td>03/20/2018</td>
<td>MN STATE RETIREMENT SYSTEM</td>
<td>270.00</td>
<td>03/20/18 Staff PR Deferred comp</td>
</tr>
<tr>
<td>20137</td>
<td>03/20/2018</td>
<td>PUBLIC EMPLOYEES RET ASSOC</td>
<td>3,219.67</td>
<td>03/20/2018 Staff PR PERA</td>
</tr>
<tr>
<td>20138</td>
<td>03/20/2018</td>
<td>Select Account</td>
<td>1,466.66</td>
<td>3/20/18 Staff PR HSA</td>
</tr>
<tr>
<td>20139</td>
<td>03/20/2018</td>
<td>Upper MN Valley RDC - Staff PR</td>
<td>15,489.97</td>
<td>Staff Direct Deposit</td>
</tr>
<tr>
<td>20140</td>
<td>03/20/2018</td>
<td>Upper MN Valley RDC - Commissioners PR</td>
<td>258.81</td>
<td>Commissioners Direct Deposit</td>
</tr>
<tr>
<td>20141</td>
<td>03/31/2018</td>
<td>PRAIRIE SUN BANK</td>
<td>28.00</td>
<td>March 18 direct deposit fee</td>
</tr>
<tr>
<td>20142</td>
<td>03/20/2018</td>
<td>Internal Revenue Service</td>
<td>61.24</td>
<td>3/20/18 Commissioner PR taxes</td>
</tr>
<tr>
<td>20143</td>
<td>03/16/2018</td>
<td>Select Account</td>
<td>72.00</td>
<td>March Medical Flex</td>
</tr>
<tr>
<td>20144</td>
<td>03/31/2018</td>
<td>Select Account</td>
<td>13.50</td>
<td>March Select Account Fee</td>
</tr>
</tbody>
</table>

Total Checks/ACH payments: $177,985.92
TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: April 24, 2018
RE: RLF Treasurer’s Report

Financial information presented in this report is separated into the two RLF loan fund pools the UMVRDC currently manages. The report shows the active loans in the RLF portfolios. In the RLF treasurer’s report the following information regarding each loan is presented: borrower, loan amount, interest rate, term, the loan pool from which each loan is from, informational notes, and activity detail for the loan transactions.

At the bottom of the report, the balances of the bank accounts are presented. First, the amounts for each RLF loan fund pool are presented as totals. These totals show the total of the outstanding loan balance for each fund and the addition of each corresponding month-end bank balance. Each fund’s monthly activity is broken down into the various activities that affect the bank balances and the balances available for lending.

March 2018 Transaction Notes:

- Jager Building – Default
- Jamers 1 Stop – Closed on loan 3/1/18
- Anderson-TeBeest Funeral Home – Closed on loan 3/29/18

**ACTION REQUESTED:**
To approve the UMVRDC’s March 2018 RLF Treasurer’s Report with the following available for lending balances – meaning fund balances less the funds already committed to loans that have yet to close: $236,687.22 (Original RLF) and $120,944.56 (Disaster RLF).
### March 2018 RLF TREASURER’S REPORT

**Terms**

- **Borrower**
- **Original RLF Loan Amount**
- **Disaster RLF Loan Amount**
- **Interest Rate**
- **Term (years)**
- **Notes**
- **March Payments**
- **Original RLF Balance at 3/31/2018**
- **Disaster RLF Balance at 3/31/2018**

<table>
<thead>
<tr>
<th>Borrower</th>
<th>Original RLF Loan Amount</th>
<th>Disaster RLF Loan Amount</th>
<th>Interest Rate</th>
<th>Term (years)</th>
<th>Notes</th>
<th>March Payments</th>
<th>Original RLF Balance at 3/31/2018</th>
<th>Disaster RLF Balance at 3/31/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al’s Mercantile</td>
<td>50,000</td>
<td></td>
<td>5.00%</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anderson TeBeest Funeral Home</td>
<td>69,720</td>
<td></td>
<td>4.50%</td>
<td>7</td>
<td>Loan Closed 3/29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barr’s/Conroy Electric, Inc.</td>
<td>46,000</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 466.73</td>
<td>$ 70,800.79</td>
<td>$ 70,800.79</td>
</tr>
<tr>
<td>Bluegrass Proteins, Inc.</td>
<td>100,000</td>
<td>100,000</td>
<td>4.00%</td>
<td>5</td>
<td></td>
<td>$ 2,111.78</td>
<td>$ 70,800.79</td>
<td>$ 70,800.79</td>
</tr>
<tr>
<td>Books by Kelly</td>
<td>20,000</td>
<td></td>
<td>5.00%</td>
<td>5</td>
<td></td>
<td>$ 121.69</td>
<td>$ 8,681.22</td>
<td></td>
</tr>
<tr>
<td>Clara City Foods, Inc</td>
<td>100,000</td>
<td>100,000</td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 2,025.90</td>
<td>$ 83,673.26</td>
<td>$ 83,673.26</td>
</tr>
<tr>
<td>Clarkfield Enterprises, Inc</td>
<td>60,000</td>
<td></td>
<td>4.50%</td>
<td>7</td>
<td></td>
<td>$ 835.01</td>
<td>$ 57,643.14</td>
<td></td>
</tr>
<tr>
<td>Clarkfield Family Foods</td>
<td>28,000</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 284.91</td>
<td>$ 5,363.41</td>
<td></td>
</tr>
<tr>
<td>DoMa’s</td>
<td>100,000</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 1,013.45</td>
<td>$ 87,444.17</td>
<td></td>
</tr>
<tr>
<td>Granite Falls Dairy Queen, Inc</td>
<td>100,000</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 1,013.45</td>
<td>$ 46,660.49</td>
<td></td>
</tr>
<tr>
<td>Handeland Chiropractic, LLC</td>
<td>33,000</td>
<td></td>
<td>5.00%</td>
<td>10</td>
<td></td>
<td>$ 365.66</td>
<td>$ 11,228.28</td>
<td></td>
</tr>
<tr>
<td>Jack Anderson (GoldLeaf Fin.)</td>
<td>100,000</td>
<td></td>
<td>2.90%</td>
<td>5</td>
<td></td>
<td>$ 1,795.08</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Jager building Supply, LLC</td>
<td>62,000</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td>Default</td>
<td>$ -</td>
<td>$ 37,009.62</td>
<td></td>
</tr>
<tr>
<td>Jagers 1 Stop</td>
<td>20,000</td>
<td></td>
<td>4.50%</td>
<td>5</td>
<td>Loan Closed 3/1</td>
<td>$ -</td>
<td></td>
<td>$ 20,000.00</td>
</tr>
<tr>
<td>J C &amp; Sons Hardware Inc</td>
<td>70,000</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 709.72</td>
<td>$ 17,002.55</td>
<td></td>
</tr>
<tr>
<td>Kaercher Publications, Inc.</td>
<td>65,520</td>
<td></td>
<td>4.50%</td>
<td>10</td>
<td></td>
<td>$ 680.04</td>
<td>$ 31,726.13</td>
<td></td>
</tr>
<tr>
<td>KEC of Granite Falls DBA Picht’s</td>
<td>50,000</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 507.23</td>
<td>$ 42,618.01</td>
<td></td>
</tr>
<tr>
<td>Lamecker’s General Store</td>
<td>25,000</td>
<td></td>
<td>4.00%</td>
<td>5</td>
<td></td>
<td>$ 461.41</td>
<td>$ 6,404.44</td>
<td></td>
</tr>
<tr>
<td>Lumpy’s Inc.</td>
<td>30,000</td>
<td></td>
<td>5.00%</td>
<td>5</td>
<td></td>
<td>$ 566.14</td>
<td>$ 28,615.45</td>
<td></td>
</tr>
<tr>
<td>Merritt Construction, Inc.</td>
<td>10,000</td>
<td></td>
<td>4.50%</td>
<td>12</td>
<td></td>
<td>$ 104.64</td>
<td>$ 4,972.84</td>
<td></td>
</tr>
<tr>
<td>Northern Geo, LLC</td>
<td>50,000</td>
<td>100,000</td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 1,518.68</td>
<td>$ 33,057.07</td>
<td>$ 66,114.14</td>
</tr>
<tr>
<td>Northern Geo, LLC (2)</td>
<td>60,000</td>
<td>20,000</td>
<td>4.25%</td>
<td>10</td>
<td></td>
<td>$ 819.50</td>
<td>$ 54,204.23</td>
<td>$ 18,068.08</td>
</tr>
<tr>
<td>Private Industry Council</td>
<td>50,000</td>
<td></td>
<td>4.25%</td>
<td>9.6</td>
<td></td>
<td>$ 396.39</td>
<td>$ 8,961.99</td>
<td></td>
</tr>
<tr>
<td>R&amp;R Outdoors</td>
<td>11,000</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 31.00</td>
<td>$ 8,167.20</td>
<td></td>
</tr>
<tr>
<td>SEWearable Designs</td>
<td>33,000</td>
<td></td>
<td>4.50%</td>
<td>7</td>
<td></td>
<td>$ 361.04</td>
<td>$ 7,245.61</td>
<td></td>
</tr>
<tr>
<td>SEWearable Designs (2)</td>
<td>27,250</td>
<td></td>
<td>4.50%</td>
<td>10</td>
<td></td>
<td>$ 282.41</td>
<td>$ 25,000.55</td>
<td></td>
</tr>
<tr>
<td>SpecSyx Inc.</td>
<td>50,000</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 507.23</td>
<td>$ 9,474.42</td>
<td></td>
</tr>
<tr>
<td>Swift Falls Bar &amp; Grill</td>
<td>22,500</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 228.80</td>
<td>$ 4,235.74</td>
<td></td>
</tr>
<tr>
<td>The Dryer Doctors</td>
<td>34,000</td>
<td></td>
<td>4.50%</td>
<td>10</td>
<td></td>
<td>$ 353.27</td>
<td>$ 32,409.67</td>
<td></td>
</tr>
<tr>
<td>The Sawmill</td>
<td>50,000</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$ 203.81</td>
<td>$ 26,185.90</td>
<td></td>
</tr>
<tr>
<td>Trish’s Catering</td>
<td>38,000</td>
<td></td>
<td>4.25%</td>
<td>10</td>
<td></td>
<td>$ 390.26</td>
<td>$ 35,740.70</td>
<td></td>
</tr>
<tr>
<td>Western Consolidated Cooperative</td>
<td>100,000</td>
<td>100,000</td>
<td>4.25%</td>
<td>10</td>
<td></td>
<td>$ 2,049.75</td>
<td>$ 96,507.05</td>
<td>$ 96,507.05</td>
</tr>
<tr>
<td></td>
<td>1,644,990</td>
<td>340,000</td>
<td></td>
<td></td>
<td></td>
<td>$ 20,743.38</td>
<td>$ 987,798.18</td>
<td>$ 355,163.32</td>
</tr>
</tbody>
</table>

### Balance of Bank Accounts

- **Total Original RLF Funds:** $1,224,485.40
- **Total Disaster RLF Funds:** $506,107.88

- **Previous month’s bank balance:** $307,128.56
- **Loan Repayment:** $16,432.35
- **Loan Disbursement:** $69,720.00
- **March ’18 - Bank Interest:** $132.21
- **Admin Transfer:** $18,954.46
- **Origination, ACH, or Loan Payoff Fees:** $1,668.56
- **Bank Account Balance at 3/31/2018:** $236,687.22
- **_balance available for lending:** $236,687.22

**UMVRDC Secretary/Treasurer:**

**UMVRDC Executive Director:**

**Date:**

**Date:**
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: April 24, 2018
RE: Milan Technical Assistance

The City of Milan has requested Technical Assistance from UMVRDC staff to help with strategic planning and grant writing between May 1, 2018 and April 30, 2019. The total contract is $10,000 with $5,000 of the total project cost requested from Hedgehog grant funds.

ACTION REQUESTED:
Authorization for the Executive Director to sign the Technical Assistance agreement with the city of Milan for Technical Assistance.
WHEREAS, this Contract for Services is by and between the CITY OF MILAN, MINNESOTA, hereinafter referred to as the CITY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMVRDC; and

WHEREAS, the purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMVRDC; and

WHEREAS, the nature of the said Contract is to provide the CITY with strategic planning, grant writing and technical assistance services; and

WHEREAS, the UMVRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning May 1, 2018; and

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to provide the following services:

1. To engage the City, and any other stakeholders identified by the City in a strategic planning process to identify and prioritize key projects and develop a work plan to accomplish the top issues which may include the following items as time allows:

   a. Housing GIS mapping with windshield survey

   b. Complete a community wide housing survey and analysis to identify housing needs and interest;

   c. Coordinate, author and submit an SCDP application proposal to the Minnesota Department of Employment and Economic Development (DEED) by November 2018;

   • Work with the city council to develop a survey to help establish an
interest in the program;

• Work with the city clerk and Prairie Five CAC. to establish an interest list of homes and rental properties; and

• Work with the city clerk to develop an interest list of commercial businesses; and

• Prepare and submit a full application to DEED by February 2019; and

• If awarded SCDP funds, the UMVRDC will provide grants administration services under a separate contract with the City.

2. Provide other services as mutually agreed upon in writing by both parties as time allows including, but not limited to:
   i. grant and loan research, writing and administration;
   ii. revolving loan fund assistance;
   iii. business retention and expansion efforts;
   iv. meeting facilitation;
   v. community and comprehensive planning;
   vi. community survey development and analysis,
   vii. community profile development;
   viii. GIS mapping;
   ix. capital investment planning;
   x. marketing material development;
   xi. web site updating;
   xii. and parks and recreation grant assistance.

3. Provide written monthly council updates on projects and time spent.

4. Attend council meetings or other city meetings as requested.

SECTION II. DESCRIPTION OF CITY’S RESPONSIBILITIES

1. Assist the UMVRDC in developing a scope of work/work plan for this Contract;

2. Schedule, conduct, mail and print information for CITY public hearings/meetings as required and assure that all publication and notification requirements are met;

3. Pay for all costs related to public hearings and corresponding publications and notifications;

4. Pay for all direct costs associated with the work of this contract including but
not limited to: printing, postage, supplies, and travel;

5. Assist the UMVRDC in gathering adequate number of eligible waiting list candidates for the application process (i.e. press releases, door-to-door survey or phone survey);

6. Provide the UMVRDC with specific information, plans and documents as needed to complete the UMVRDC’s services;

7. Compensate the UMVRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

Services provided under the terms of this Contract will be performed from May 1, 2018 – April 30, 2019.

The time period for this Contract may be amended as mutually agreed upon in writing by both the UMVRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

A. The CITY agrees to pay the UMVRDC $75.00 per hour for services provided in Section I of this Contract plus direct expenses with a total amount not to exceed $10,000. The “not to exceed amount” may be increased as mutually agreed upon in writing by both the UMVRDC and CITY. Printing, postage, and supplies will be billed at actual cost. Mileage will be billed at federal reimbursement rate;

B. The CITY is eligible to apply for a UMVRDC Hedgehog Grant of up to $5,000 (which shall not exceed 50% of the total cost of this contract) to offset the total cost of this contract;

C. The UMVRDC will provide the CITY with monthly invoices indicating services provided and the total amount due.

SECTION V. GENERAL PROVISIONS

A. Changes in UMVRDC Services
   As mutually agreed upon by both the UMVRDC and CITY, this Contract may be amended or a new contract shall be created to reflect additional services and/or a change in services provided.

B. Liability
The CITY agrees to waive the UMVRDC and the UMVRDC’s commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.

C. Termination
This agreement may be terminated with or without cause by either the UMVRDC or CITY upon sixty (60) days prior written notice.

In the event of termination, the CITY shall be obligated to the UMVRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

D. Severability
Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMVRDC and CITY, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE
The UMVRDC and CITY hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

___________________________________  ______________________________________
Executive Director                  Mayor – City of MILAN
Upper Minnesota Valley              
Regional Development Commission

Date: ___________________________  Date: ___________________________

ATTEST:

___________________________________
Clerk/Administrator – City of MILAN

Date: ___________________________
ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: April 24, 2018

RE: Montevideo Arts Project Contract 2018

The UMVRDC has been asked to continue to coordinate the Montevideo Arts Project (MAP), a group working on creating public art in Montevideo. The contract is for $7,000 for meeting facilitation, technical assistance, grant writing and planning grant writing.

ACTION REQUESTED:
Authorization for the Executive Director to sign the Technical Assistance agreement with the city of Montevideo for Montevideo Arts Project TA Contract.
CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF MONTEVIDEO

FY18 - 16 Montevideo Arts Project

WHEREAS, this Contract for Services is by and between the City of MONTEVIDEO, MINNESOTA, hereinafter referred to as the CITY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMVRDC; and

WHEREAS, the purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMVRDC; and

WHEREAS, the nature of the said services is to assist the CITY to develop public art projects for the city of Montevideo; and

WHEREAS, the UMVRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning May 1, 2018;

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to:

A. Meeting and Facilitation
   a. 6 meetings x 6 hours x $75/hour + $250 Incidentals = $2,700 + $250 = $2,950

B. Planning Grant facilitation
   a. 26 hrs x $75/hour = $1,950

C. Project Grant writing
   a. It is expected that committee members will supply writing for parts of the grant.
   b. 28 hrs x $75/hour = $2,100

SECTION II. DESCRIPTION OF CITY’S RESPONSIBILITIES

The CITY agrees to:

A. Appoint a primary contact for this project;

B. Work via the committee to accomplish the following:
   1. Continue to meet as needed until a project is secured
   2. Elicit support and funding from other local organizations.
   3. Assist in choosing final artists and final artwork.
4. Assist in pursuing Grants to pay for the initial proposals, and eventually to pay for the project itself.

C. If needed, provide the UMVRDC with specific information, plans, background information and documents as needed to complete the UMVRDC’s services;

D. If needed, pay for all cost related to public hearings and corresponding publications and notifications;

E. Be the fiscal agent for any grants;

F. Compensate the UMVRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

A. Services provided under the terms of this Contract will be performed May 1, 2018 – June 30, 2019.

B. The time period for this Contract may be amended upon request and signed approval by both the UMVRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

A. The CITY agrees to reimburse the UMVRDC for actual services as described under Section I at a rate of $75.00 per hour plus direct expenses with a total amount not to exceed $7,000 unless mutually agreed upon by both parties in writing.

The breakdown is as follows:

a. Meeting Facilitation with incidentals: $2,950
b. Planning Grant facilitation: $1,950
c. Project Grant Writing: $2,100
d. Incidentals are estimated. Supplies and copies will be billed at actual cost. Mileage will be billed at federal reimbursement rate.

B. The UMVRDC will provide the CITY with an invoice indicating services provided and the total amount due.

C. In the event the service described in Section I is expected to exceed the time estimate provided, or the CITY requests additional service from that described in Section I, and such services are to be completed by the UMVRDC, the UMVRDC shall be entitled to additional compensation as agreed to by both the UMVRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.
SECTION V. GENERAL PROVISIONS

A. Liability
The CITY agrees to waive the UMVRDC and the UMVRDC’s commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.

B. Termination
This agreement may be terminated with or without cause by either the UMVRDC or CITY upon sixty (60) days prior written notice.

In the event of termination, the CITY shall be obligated to the UMVRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

C. Severability
Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMVRDC and CITY, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

The UMVRDC and CITY hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

<table>
<thead>
<tr>
<th>UMVRDC EXECUTIVE DIRECTOR</th>
<th>AUTHORIZED REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date: ___________________</td>
<td>Date: ___________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ATTEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: ___________________</td>
</tr>
<tr>
<td>Date: ___________________</td>
</tr>
</tbody>
</table>
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: April 24, 2018
RE: Granite Falls Memorial Park Technical Assistance Contract

The city of Granite Falls has asked that the UMVRDC continue to provide technical assistance for Memorial Park and work on implementation of the master plan as set forth by the Greater Minnesota Regional Parks and Trails through DNR.

This contract will allow the UMVRDC to submit a funding request due the end of July, as well as other technical assistance as needed. The cost of the contract is $5,900 and goes through June 30, 2019.

ACTION REQUESTED:
Approve and authorize the Executive Director's signature on the attached contract from $5,900 with the City of Granite Fall for Technical Assistance for Memorial Park.
CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF GRANITE FALLS
#18-15

WHEREAS, this Contract for Services is by and between the CITY OF GRANITE FALLS, MINNESOTA, hereinafter referred to as the CITY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMVRDC; and

WHEREAS, the purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMVRDC; and

WHEREAS, the nature of the said services is to assist the CITY with a grant from the Greater Minnesota Regional Park and Trail Commission administered through the Department of Natural Resources (DNR).

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to assist the city with coordination of Memorial Park with projects such as:

- Complete funding request for the third phase of the Memorial Park Implementation due July 31, 2018.
- Attend meetings and assist with questions from the consultant with the Memorial Park Implementation Plan as needed.
- Work with the Memorial Park Master Plan and adjust in the portal as needed.
- Complete other TA projects with Memorial Park as needed (i.e. Environmental Review)

SECTION II. DESCRIPTION OF COMMUNITY’S RESPONSIBILITIES

The CITY hereby agrees to the following:
A. Appoint a primary contact for this project;
B. If needed, pay for all cost related to public hearings and corresponding publications and notifications;

C. Compensate the UMVRDC in accordance with Section IV of this Contract.

**SECTION III. CONTRACT PERIOD**

D. Services provided under the terms of this Contract will be performed from April 17, 2018 through June 30, 2019.

E. The time period for this Contract may be amended as mutually agreed upon in writing by both the UMVRDC and CITY.

**SECTION IV. COMPENSATION FOR SERVICES**

A. The CITY agrees to reimburse the UMVRDC for actual services as described under Section I at a rate of $75.00 per hour plus mileage, copy charges and miscellaneous expenses for project related costs for a total fee not to exceed $5,900. The budget for this amount is:

   a. 76 hours @ $75/hr  = $5,700
   b. $200 mileage and supplies

B. The UMVRDC will provide the CITY with invoices indicating the total amount due.

C. In the event the service described in Section I is expected to exceed the estimate provided, or the CITY requests additional service from that described in Section I, and such services are to be completed by the UMVRDC, the UMVRDC shall be entitled to additional compensation as agreed to by both the UMVRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

**SECTION V. GENERAL PROVISIONS**

A. Changes in UMVRDC Services
   As mutually agreed upon by both the UMVRDC and CITY, this Contract may be amended or a new contract shall be created to reflect additional services and/or a change in services provided.

B. Liability
   The CITY agrees to waive the UMVRDC and the UMVRDC’s commissioners, officers,
directors, employees, partners and agents of any legal liability relating to the
preparation, implementation and/or enforcement of services provided and/or
products/projects produced.

C. Termination
This agreement may be terminated with or without cause by either the UMVRDC or
CITY upon sixty (60) days prior written notice.

In the event of termination, the CITY shall be obligated to the UMVRDC for payment of
amounts due and owing, including payment for services performed or furnished to the
date of termination, computed in accordance with Section IV of this Contract agreement.

D. Severability
Any provision or part of this Contract held to be void or unenforceable under any law or
regulation shall be deemed stricken, and all remaining provisions shall continue to be
valid and binding upon the UMVRDC and CITY, who agree that the Contract shall be
reformed to replace such stricken provision or part thereof with a valid and enforceable
provision that comes as close as possible to expressing the intentions of the stricken
provision.

SECTION VI. ACCEPTANCE

The UMVRDC and CITY hereby accept this Contract. The parties hereto have caused
this Contract to be duly executed.

____________________________________  ________________________________
Executive Director                                        Mayor, City of Granite Falls
Upper Minnesota Valley                                      
Regional Development Commission                            

Date___________________________         Date__________________________

ATTEST:

____________________________________
City Manager

Date_________________________