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. Loan Advisory Board Recommendations
   b. Corridors of Commerce Letter of Support
   c. Dawson Minnesota Historical Society Grant Application Contract
   d. Dawson Hedgehog Request
   e. Economic Development Training Request – ADDITION
   f. Public Interest Board Members - ADDITION

2. **Information Items**
   a. Planner Update
   b. Executive Director Update
   c. Revolving Loan Fund Update
   d. Staffing – ADDITION
   e. EDA Planning Grant - ADDITION

3. **Discussion Items**
   a. ATIP Open House Recap

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

**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: Isaac Jensen-under Discussion Item
Citizen Comments:
Adjournment:

**Next Meeting:** Tuesday, April 24th - BHAGs @ 5pm
TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: March 27, 2018
RE: RLF Loan Advisory Board Recommendations

Vali Vu Motel Loan Request-On March 12th, the RLF loan advisory board made a recommendation to approve a loan request by Arthur and Krista Arndt, to assist in the purchase of the Vali Vu Motel in the amount of $30,000. The loan will assist in the financing of the real estate for this motel in Ortonville.

With this loan financing structure, the UMVRDC would have a shared 2nd mortgage and 2nd position blanket UCC with the Big Stone Area Growth and Ortonville Economic Development Authority, along with being behind Minnwest Bank.

Three jobs will be created or retained with this project.

Action Requested:
Approve the RLF Advisory Board recommendation of a $30,000 loan at 5% for 10 years from the UMVRDC Disaster RLF.

Jager Building Supply, LLC Settlement Request- The RLF advisory board recommended approving a $28,000 settlement request from Justin Jager. Following the complete liquidation of all business assets, he has requested settlements from each of the lenders.

Minnwest Bank has already approved their settlement request and approved the ability for the RDC and SWIF to receive proceeds while they are still in a repayment status. SWIF has reported they will likely be inclined to accept to the settlement due to the lack of business assets.

The current remaining RDC balance is $37,009.62. If settlement is approved, borrowers have agreed to pay the agreed upon settlement within in 45 days.

Action Requested:
Approve the RLF Advisory Board recommendation of accepting a $28,000 loan settlement request from Justin Jager on behalf of Jager Building Supply, LLC
ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Isaac Jensen, Planner

DATE: March 27, 2018

RE: Corridors of Commerce Letter of Support

On February 23, 2018 we received a letter from MnDOT requesting the consideration of several Corridors of Commerce projects within the RDC region for letters of support.

I was not sure if the RDC would draft a general letter of support for all the projects in our region or would want to review them and prioritize the projects in some fashion. There are several recommendations for the same section of roadway- will we support one option over another or suggest both?

Letters of support will be required from chambers of commerce, cities, counties and RDCs.

**Action Requested:**
Authorize a letter of support for the Corridors of Commerce program.
March 27, 2018

Minnesota Department of Transportation
395 John Ireland Boulevard
St. Paul, MN  55155

Re: Corridors of Commerce

To Whom It May Concern:

The Upper Minnesota Valley Regional Development Commission reviewed the projects submitted for the Corridors of Commerce program and would like to voice our support for the following projects:

1. US 212 Expand the roadway from two lanes to four lanes. Starting 3 miles east of Granite Falls at Hwy 23 North to Jonathan Carver Parkway west of Chaska
2. MN 7 & 23 Install roundabout at the junction of MN 7 & 23 in Clara City
3. US 212 add a passing lane between Montevideo and Granite Falls
4. MN 7 & 23 Build overpass that carries Highway 7 over Highway 23 and a short connector road between those two highways. This will eliminate Hwy. 23 traffic having to stop for Hwy. 7 and eliminate many serious crashes.
5. US 212 & MN 67 In Granite Falls, between the intersections of 13th Street and 15th Street; Replace low clearance, narrow railroad overpass with wider and higher clearance viaduct carrying BNSF RR tracks over Highways 212/67.
6. US 212 between Granite Falls and Montevideo Eliminate four existing short no passing zones by lowering elevation of high spots and filling in nearby low elevation areas. Reducing these vertical curves would eliminate no passing zones on a road that has a large mix of commercial and automobile traffic speeding up travel time and increasing safety through longer sight lines.
7. MN 23 Add three sets of passing lanes to the roadway between the northern limit of the City of Pipestone and the southern limit of the City of Willmar.

The Upper Minnesota Valley Regional Development Commission greatly appreciates your time and consideration in reviewing these projects.

Sincerely,

Gary Johnson
Board Chairman
TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: March 27, 2018
RE: Dawson Minnesota Historical Society Grant Application

The City of Dawson has requested assistance with a Minnesota Historical Society (MNHS) Historical and Cultural Grant application for the Dawson Library Building to conduct a Conditions Assessment. The cost of the application is $4,000. The pre-application is due to the state on May 25, 2018 with the full application due on July 20, 2018. This portion of the contract is eligible for a Hedgehog Grant. That request is included in this packet.

We had a similar request last year, and we wrote a grant on behalf of the city to create drawings and construction documents for building repairs. That grant was unsuccessful. MNHS recommends that the city conduct a conditions assessment on the building instead, which will give the city a better idea of all the issues in the building.

This contract also includes the preparation of a Request for Proposals to get bids from qualified architects to conduct a Conditions Assessment that follows the MNHS procurement guidelines. This cost is $500.

The total contract is $4,500.

**ACTION REQUESTED:**
Approve and authorize the Executive Director's signature on the attached contract for $4,500 with the City of Dawson to author a Minnesota Historical Society Historical and Cultural Grant.
CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF DAWSON

FY18 – 13 DAWSON MNHS GRANT APPLICATION

WHEREAS, this Contract for Services is by and between the City of DAWSON, 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 grant writing; and

WHEREAS, the UMVRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning March 27, 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

A. The UMVRDC hereby agrees to do the following:
   a. Prepare a Request for Proposals (RFP) to get bids from qualified architects. The UMVRDC will provide a selection of email addresses from the Minnesota Historical Society and the CITY will conduct the formal procurement process that follows MNHS guidelines.

   b. Write a Minnesota Historical Society (MNHS) Historical and Cultural Grant for the Dawson Library Building to do a Conditionals Assessment. The Pre-Application is due May 25, 2018 and the full application is due July 20, 2018.

SECTION II. DESCRIPTION OF CITY’S RESPONSIBILITIES

The CITY agrees to:

A. Appoint a primary contact for this project;
B. Conduct the formal procurement process that follows MNHS guidelines that includes: formal notice, send out RFP, field questions, conduct interviews, create criteria and select the architect.

C. Provide the UMVRDC with documents as needed;

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

E. Be the fiscal agent for 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 March 27, 2017 – July 31, 2018;

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 UMVRDC shall be compensated the following:
   a. $500 for Section 1a of this contract
   b. $4,000 for services provided in Section 1b of this Contract.

B. The CITY is eligible to apply for a UMVRDC Hedgehog Grant of up to $2,000 (shall not exceed 50%) to offset the grant writing cost of this contract;

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

D. 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 fourteens (14) 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.

EXECUTIVE DIRECTOR
UMVRDC

AUTHORIZED REPRESENTATIVE

Title: _____________________________

Date: _____________________________

ATTEST:

Title: _____________________________

Date: _____________________________
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: March 27, 2018
RE: Dawson Hedgehog Request

The City of Dawson has requested assistance with a Minnesota Historical Society (MNHS) Historical and Cultural Grant application for the Dawson Library Building to conduct a Conditions Assessment. The cost of the application is $4,000. The pre-application is due to the state on May 25, 2018 with the full application due on July 20, 2018.

We had a similar request last year, and we wrote a grant on behalf of the city to create drawings and construction documents for building repairs. That grant was unsuccessful. MNHS recommends that the city conduct a conditions assessment on the building instead, which will give the city a better idea of all the issues in the building.

Dawson has submitted a Hedgehog Grant application for 50% of the application contract cost, in the amount of $2,000.

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

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 $2,000 from the City of Dawson 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

Date: March 27, 2018

City/County/Township/Tribal/School District Name: City of Dawson

Project Name: Minnesota Historical Society Historical and Cultural Grant application for a Conditions Assessment

Cost:

\$4,000____ Total Estimated Project Cost

\$ 2,000____ Total local share

\$ 2,000____ Requested Amount from Hedgehog Grant (50% of the total project cost up to $5,000.)

\$ 6,700____ Amount left for cities under 500 if this project is funded

\$ 4,000____ Amount left for other units of government

Criteria

| No | City under 500 population |
| No | Received a Hedgehog Grant this RDC fiscal year (July-June) |
| In progress | UMVRDC proposal accepted and contract in place |
| Comprehensive Planning | Eligible project area: |
| Strategic Planning | |
| **Grant Writing** | |
| 2017 | Year of last contract with RDC: (TA contract to research grants available for the Dawson Library Building and write a grant for the building. The grant was unsuccessful so are pursuing a slightly different route) |
| Yes | Potential for follow up work: Potential for implementation of grant |
| \$4,000 | Total contract amount |
| Yes/No | RDC Recommended for funding DATE:__________ |
ACTION MEMO

TO: UMVRDC Commissioners
FROM: Laura Ostlie and Melissa Streich
DATE: March 27, 2018
RE: Economic Development Marketing and Attraction

UMVRDC staff were invited by Southwest Initiative Foundation (SWIF) to attend the Economic Development Marketing and Attraction Training Course. SWIF has offered to cover a portion of the costs of 2 UMVRDC attendees, we are waiting on the exact amount.

This hands-on course will review the fundamentals of developing and implementing a high-impact marketing and attraction plan. Attending this training will potentially assist UMVRDC regional businesses looking to locate or expand. The training will highlight up-to-date, and credible information that our communities need. Course participants will be able to learn how to craft their community's message by learning about online marketing fundamentals, website design, and current trends in foreign direct investment. Participants will also explore various mediums of communication, including how to best utilize social media and other technologies as economic development marketing tools which will benefit the Get Rural (regional recruitment) Program. The case studies will highlight the dos and don'ts of economic development marketing and attraction.

The conference is May 10-11, 2018 in Albuquerque, NM. The total cost is estimated at $3,000 for two UMVRDC staff and would be charged training and program budgets.

According to our agency policy all out-of-state travel must be authorized by the board.

ACTION REQUESTED
Authorize Laura and Melissa to attend the 2018 Economic Development Marketing and Attraction Training Course in New Mexico.
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: March 27, 2018
RE: Public Interest Board Members

Using the application and process established by the board recently, I have met and discussed board membership with two candidates who are interested in filling our current public interest representative vacancies.

- Carrie Bendix is currently the Executive Director of the Southwest Minnesota Private Industry Council. She resides in rural Yellow Medicine County. Carrie’s application is attached.

- Dawn Regnier is the Dean of Career & Workplace Solutions for Minnesota West Community & Technical College and resides in rural Yellow Medicine County. Dawn’s application is attached.

Both will add value and partnerships to the board through their work in workforce and community/economic development and their connections professionally and personally in the region. Connections to our CEDs, loan program, Get Rural Marketing campaign as well as possible collaborative regional grants are all possibilities of intersecting work.

I would like to ask for board approval of both new board members to complete a term that would go through the end of our next fiscal year (June 30, 2019). The board can ask them if they would like to serve additional terms after that or the board could decide to rotate public interest positions annually.

I also would like to have them join the board at the April RDC meeting as they can gain some insight into the RDC by participating in the BHAG review process.

ACTION REQUESTED:
Approve Carrie Bendix and Dawn Regnier as new UMVRDC Public Interest Board Members for a term to end June 30, 2019.
Name: Carrie Bendix

Position/Title: Executive Director

Employer: Southwest Minnesota Private Industry Council, Inc.

Address: 607 West Main Street

City: Marshall  State: MN  Zip: 56258

County: Represent 14 Counties in Southwest Minnesota

Telephone: (507) 476-2188  Cell: (507) 476-2188

Email: cbendix@swmnpic.org

Employment History:

I have over 15 years of nonprofit management experience, including 12 years of focusing on addressing the workforce development needs of residents and employers. Currently, I am the Executive Director of the Southwest Minnesota Private Industry Council (SW MN PIC) and the staff support to the Southwest Minnesota Workforce Development Board and Southwest Minnesota Chief Elected Official WIOA Board. Prior to this position, I worked as the Rural Career Counseling Coordinator for SW MN PIC and the Center Director for Employment Action Center, the employment services division of RESOURCE, Inc (recently renamed to Avivo).

1. Do you have any experience with or knowledge of the UMVRDC? Please describe.

Yes, in my roles with the Southwest Minnesota Private Industry Council, we have collaborated with UMVRDC on a number of things, including Southwest Minnesota Careers Bus Tours and in providing feedback of the CEDS as well as receiving feedback on the Region’s Workforce Development Plans.

2. Why are you interested in becoming a UMVRDC board member?
Workforce development and economic development are very interrelated. Changes in one will impact the other and vice versa. Becoming a board member could help with the coordination of goals, plans, initiatives, resources and activities in each of the areas that lead to greater positive impact for our region.

3. What skills or experience do you feel you could contribute to the UMVRDC Board? (circle all that apply)
   - Finance/accounting
   - X Personnel/human resources
   - X Administration/management
   - X Nonprofit experience
   - Community service
   - Policy development
   - Program evaluation
   - Public relations, communications
   - Education, instruction
   - Special events
   - Grant writing
   - Fundraising
   - Outreach, advocacy
   - Other (please specify):

4. Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

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<thead>
<tr>
<th>Organization</th>
<th>Role/Title</th>
<th>Dates of Service</th>
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<tbody>
<tr>
<td>Southwest Minnesota Workforce Development Board, Staff Lead, 2017 – Current</td>
<td></td>
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<tr>
<td>Southwest Minnesota Chief Elected Official WIOA Board, Staff Lead, 2017 – Current</td>
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<tr>
<td>Technology and Trades on the Prairie, Board Member, 2018 - Current</td>
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<tr>
<td>Suburban Hennepin/Carver Counties Workforce Development Board, Board Member, 2011-2016</td>
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5. What do you believe are the two most significant issues or problems facing the UMVRDC’s 5-county area?

1. A skilled labor shortage

2. Business growth

6. Please tell us anything else you’d like to share.

As a Yellow Medicine County resident, it would be a privilege to serve on the UMVRDC board. Thank you for your consideration.
CANDIDATE INFORMATION

Name: Dawn Regnier
Position/Title: Dean of Career & Workplace Solutions
Employer: Minnesota West Community & Technical College
Address: 1011 First Street West
City: Canby  State: MN  Zip: 56220
County: Yellow Medicine
Email: Dawn.Regnier@mnwest.edu

Employment History:  Minnesota West Community & Technical College
January 2006 to Present
St. Cloud State University, St. Cloud MN  December 1988 to January 2006

1. Do you have any experience with or knowledge of the UMVRDC? Please describe.

I am familiar with the UMVRCD from interactions with Dawn Hegland and other members of the staff from public meetings and economic development activities throughout the region but would not consider myself to have significant depth of knowledge regarding all the facets of the operation.
2. Why are you interested in becoming a UMVRDC board member?

I am interested in serving on the UMVRDC to learn more about the organization and its mission and foster positive relationships between industry, economic development and higher education to have a positive impact on the residents of the service area.

3. What skills or experience do you feel you could contribute to the UMVRDC Board? (circle all that apply)

- Finance/accounting
- Personnel/human resources
- Administration/management
- Nonprofit experience
- Community service
- Policy development
- Program evaluation
- Public relations, communications
- Education, instruction
- Special events
- Grant writing
- Fundraising
- Outreach, advocacy
- Other (please specify):

4. Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

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<tr>
<td>Southwest MN Workforce Council</td>
<td>Education, Executive Committee</td>
<td>2010 to Present</td>
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<tr>
<td></td>
<td>Career Pathway Partnership Committee</td>
<td></td>
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<tr>
<td>Yellow Medicine County Extension Committee</td>
<td>Secretary</td>
<td>2012</td>
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<tr>
<td>Yellow Medicine County 4H Leaders Council</td>
<td>Volunteer Club Leader</td>
<td>2008 to 2015</td>
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<td>&amp; 4H Club Leader</td>
<td></td>
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<tr>
<td>Confirmation &amp; Sunday School</td>
<td>Teacher/Guide</td>
<td>2006</td>
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<tr>
<td></td>
<td>to 2015</td>
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</tbody>
</table>
5. **What do you believe are the two most significant issues or problems facing the UMVRDC’s 5-county area?**

   Although there are a number of significant issues, two of the most significant issues are the changing population demographics and the lack of affordable housing/childcare.

6. **Please tell us anything else you’d like to share.**

   Currently I reside on a livestock and cash crop farm near Canby in Yellow Medicine County, am married and have two children (daughter 24 and son 22). My family is from the Appleton/Milan area. I am passionate about agriculture, education, family and the communities we serve and look forward to learning more about the UMVRDC Board and making an impact toward its mission.
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Melissa Streich, Kirk Bustrom, Isaac Jensen, Laura Ostlie
DATE: March 27, 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
Finalized a budget and contracts with Lac qui Parle and Swift counties for a 5-year update of their All Hazard Mitigation Plans. RDC staff is now working with County emergency managers on scheduling upcoming 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 task force meeting for Swift County will be held on March 29th. Subcontracts have been finalized with the UMD Geospatial Analysis Center for related GIS mapping and Level 2 HAZUS Flood Analysis.

Lac qui Parle County Park Master Plan- Kristi
The Lac qui Parle County Park Board met March 8th and March 22nd design concepts with Damon Farber, the landscape architect. The Park Board will be presenting to the county board in April.

Appleton TA - Kristi
The Appleton Comprehensive Plan is in the review process. The city council will be calling a public hearing in April, and then they can adopt the plan.

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

Montevideo Arts Project (MAP) - Kristi
MAP is working on developing their next project. They plan to have the UMVRDC write a planning grant to work with an artist on the stairs. They are also working on fundraising and raising awareness by having us create postcards of the first three projects, and hosting a fundraiser at Talking Waters on March 21st.

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. 9 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 financing stage, and three in the bid process.

Appleton SCDP – Laura
On March 8th, we received our closeout grant notification from DEED. A total of $766,404 between the grant and other leveraged funds were utilized amongst the 26 units rehabbed in through this project.

Lac qui Parle EDA Revolving Loan Fund- Laura
RDC staff met with USDA staff at the Lac qui Parle EDA office in December to complete the final compliance portion of the grant award. 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.

PROGRAM UPDATES:

EDA Planning Grant – Kirk
In accordance with 13 C.F.R. § 304.4(a), EDA must evaluate each District Organization within three years of the initial investment and at least once every three years thereafter, and the evaluation must include the participation of at least one peer reviewer. These evaluations are tools for outreach, program enhancement and communication with the District Organizations. Evaluations also are designed to identify challenges in the EDD program and aid the Chicago Regional Office in better allocating technical assistance and support to its District Organizations. RDC staff will be participating in a 3-year EDD review on March 22nd.

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 has since been 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.

**Woodlake Fire Department – Assistance to Firefighters Grant – Isaac**
The Woodlake Fire Department’s Chief has verbally agreed to have the UMVRDC assist in their 2018 Assistance to Firefighters Grant Application expected to open this Fall. A written proposal is being drafted.

**Regional Fire Departments – Assistance to Firefighters Grant – Isaac**
The Woodlake Fire Chief expressed interest in possibly serving as a host applicant for a regional application to the Assistance to Firefighters Grant Program. In speaking with the regional representative for the AFG program, I was informed that a regional application may have a greater chance of success. I plan to reach out to other fire departments in the region to assess the level of interest in pursuing this approach.

**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**
- Appleton Technical Assistance
- 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**
- March 2018
- September 2020
- September 2019
- Ongoing
- 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: March 27, 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.

- Held a conference call on childcare between MN RDCs to discuss supporting legislation and solutions throughout the state.
- 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.
- Kirk and I worked on opportunity zone information with a variety of groups in the region.
- Connected with MnDOT regarding Safe Routes to School Plan finalization in Kerkhoven and a plan update application in Dawson.
- As a member of the executive search committee, interviewed candidates for the Center for Rural Policy Director and had several follow up conference calls to talk about the selection process.
- Participated in a board meeting and several committee meetings for the Southwest MN Housing Partnership to define a search process for a new executive director.
- Attended a ATP 8 meeting for Isaac.
- Kristi and I worked on strategies for the regional transportation coordination council and completed some follow up conversation about it with Prairie Five.
- Finalized information on the UMVRDC scholarship.
- Brainstormed some ideas for projects in Dawson, Appleton, rural fire departments, regional trails, childcare.
- Organized a meeting with various USDA staff and our planning staff to talk about opportunities and programs and projects in our region.

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: March 27, 2018
RE: RLF Update

LOAN STATUS REPORT

DEFAULTS (90days+)
Jager Building Supply, LLC- Following the completion of the three-month deferment, the borrowers now in default following the closure of the business. The property has been sold and lenders had been working with the borrowers to determine next steps in setting up repayment strategies for the remaining debt. Following the liquidation of all business assets, the borrowers have approached the lenders with a settlement offer. The current RLF balance is $36,998.86.

DELINQUENT (less than 90 days)
None

DEFERRED PAYMENTS
None

PAID IN FULL
Goldleaf Financial- Paid remaining balance of $1815.08 off 3/15/18, which included his UCC termination fees. Original $100,000 RLF loan closed in 2013.

LOANS APPROVED BUT NOT DISBURSED
Anderson-TeBeest Funeral Home- Closing scheduled for March 29th on the $69,720 Original RLF

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

PAYOFFS / BALLOON PAYMENTS ANTICIPATED
None

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: March 27, 2018
RE: Staffing

Marcy has announced she will be leaving our agency to attend graduate school this fall. I will be working with her and the other RDC staff she is assisting to identify and prioritize projects. She has stated her last day will be June 29 and I will work with her to finalize her schedule and her workload which may adjust her last day with our agency.

I have already started asking RDC staff to identify projects and I plan to meet with staff to discuss them in the next few weeks and to gather feedback on the requirements for Marcy’s replacement.

INFORMATIONAL ONLY- No Action requested
Monday, April 9, 2018

Dawn Hegland
Executive Director
Upper Minnesota Valley Regional Development Commission
323 West Schleman Ave
Appleton, MN 56208

Dear Mrs. Hegland,

The purpose of this letter is to inform you of my resignation from my position as the Communications Assistant at the Upper Minnesota Valley Regional Development Commission effective June 29, 2018 in order to prepare to attend graduate school at Queen's University Belfast.

I am so thankful for the opportunity to be a part of the team doing work that benefits a region that I hold close in my heart with an office of kind and dedicated coworkers. I have grown so much both professionally and personally while working here, starting as an intern in college and transitioning into the communications assistant position after graduation. I have so appreciated being able to learn from you and the rest of the staff while deepening my love for rural places, especially Western Minnesota.

Please let me know what I can do to help as I transition out of this position. Again, thank you so much for an amazing experience working here, and I hope to keep in touch with you all.

Sincerely,

Marcella L.-A. Prince
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kirk Bustrom, Senior Planner
DATE: March 27, 2018
RE: EDA 3-year Planning Grant Award

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.

The following Notice of Investment Award was received from Congressman Collin Peterson’s office March 26th:

Notice of Investment Award

Title: Economic Development District Planning
DOC Bureau: Economic Development Administration
Investment No and Type: ED18CHI3020010 - Partnership Planning
Applicant: Upper Minnesota Valley Regional Development Commission
Contact Information: Dawn Hegland, Executive Director
(320) 289-1981, ext. 101, dawn.hegland@umvrdc.org

City/County, State: Appleton/Swift County, Minnesota
U.S. Congressional District 7
EDA Investment Amount: $210,000
Total Project Cost: $420,000
Anticipated Impact/Outcome: Establishes an economic development planning framework, process, and strategy that supports private capital investment and job creation in the region.

Description: This EDA planning investment supports the development and implementation of a Comprehensive Economic Development Strategy (CEDS) for the region served by the Upper Minnesota Valley Regional Development Commission, which comprises the counties of Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine. The CEDS process is designed to bring together the public and private sectors in the creation of an economic development roadmap to diversify and strengthen the regional economy.

INFORMATIONAL ONLY- No Action requested
DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Isaac Jensen, Planner
DATE: March 27, 2018
RE: TAC Meeting/Transportation Open House

Overview:
Each year, the RDC’s host a public meeting to share with the public the draft list of transportation projects to be included in the Statewide Transit Improvement Program (STIP). The STIP identifies the schedule and funding of transportation projects over the next four years. It includes all state and local transportation projects with federal highway and/or federal transit funding along with 100% state funded transportation projects.

Tuesday, March 27th, from 5:00pm to 6:00pm preceding the March Board Meeting, the UMVRDC, the Transportation Advisory Committee (TAC), and MnDOT District 4 and 8 representatives will hold this Open House to discuss projects affecting the 6W region. In addition, preceding the Open House the TAC will be meeting to discuss possible future repurposing of the organization; Representatives from USDA have been invited to all events to discuss potential USDA transportation funding opportunities.

DISCUSSION:
1. TAC Meeting
   a. Repurposing Efforts
   b. Potential USDA transportation funding opportunities

2. ATIP Open House
   a. Projects overview
   b. Public Feedback

INFORMATIONAL ONLY – No Action Requested
BOARD of DIRECTORS MINUTES
Upper Minnesota Valley Regional Development Commission
UMVRDC CONFERENCE ROOM
February 26, 2018

Board Members Present: Jim Dahlvang, Rusty Dimberg, Gary Johnson, Gary Hendrickx, Gene Bies, Mark Bourne

Staff Present: Dawn Hegland, Matt Moe, Melissa Streich, Laura Ostlie, Kirk Bustrom, Jackie Sigdahl

Call to Order
Chairman Johnson called the meeting to order at 4:00pm

Introductions were made.

Approve Agenda/Additions
UMVRDC Scholarship was added as 1d.

Round Robin Discussion:
- **Rusty, Big Stone County Townships**: Big Stone County annual township meeting is scheduled for Thursday, April 5th.
- **Jim, Chippewa County**: As a result from the recent vote, the auditor/treasurer position will now be an appointed position as well as the recorder position.

1. **Action Items**
   a. **Loan Advisory Board Recommendation**
   A request for $69,720 to assist with the purchase of equipment and furnishings for the Anderson-TeBeest Funeral Home in Granite Falls.

   **M/S/P** – Mark Bourne, Gene Bies made motion to approve the recommendation of the loan of $69,720 at 4.5% for 7 years from the original fund. Abstaining was Gary Johnson.

   In order to abide by the requirement of providing an updated RLF Plan to EDA every five years, the RLF loan advisory board made a recommendation to approve the proposed update to the Disaster Revolving Loan Fund Plan. After review of the current plan, the following proposed change will provide additional flexibility and alignment with the current Original Plan:

   1. The Disaster Fund Loan Plan will remove the following statement, “In no event” under the financing policies. In exchange, the plan will read, in most financing scenarios, the interest rate shall not be less than the lower of four percent or seventy five percent of the prime interest rate listed in the Wall Street Journal”

   **M/S/P** – Gary Hendrickx, Jim Dahlvang made motion to approve the recommendation to update the Disaster Revolving Loan Fund Plan with different wording.
b. Server Virtualization
A need to update the file server has resulted in researching options which have included the following:

- Buying new in-house file servers (estimated cost $8-12,000 every 5 years plus maintenance)
- Migrating file servers to the following offsite provider:
  - Federated Telephone ($4000 additional annual cost, plus staff time to migrate data and set up computers and train staff)
  - Marco ($28,000 annual cost)
  - Microsoft (No additional annual costs just one-time costs with consultant to set it up)

After reviewing several proposals and the pros and cons of each we determined our best long-term option was to convert our existing file server to the Microsoft “cloud” since we are already paying for the file storage space with our current subscription to Microsoft products and services. This will provide us with offsite file backup and redundancy (which we were lacking) and utilize our existing subscription.

We currently have $5,000 budgeted but the total contract for services is $13,983. Matt and I reviewed our budget option and believe that the remaining costs should come from the equipment fund which has a healthy balance of $26,000. This fund is created from the depreciation of new equipment and would have paid for the replacement of file servers if we would have bought new ones to replace the ones we currently have. This is a designated unrestricted fund and we can use these funds for purposes of our choosing. Our intent is to use the fund to replace equipment and we believe using them to assist in the design and training of a virtual server instead of purchasing a piece of equipment is a good utilization of the fund which in part was built up from the depreciation of our current servers.

M/S/P – Gary Hendrickx, Rusty Dimberg made motion to authorize the Executive Director to enter into a contract for services not to exceed $15,000 with Syvantis Technologies, Inc. for a Sharepoint Online Implementation Project.

c. Opportunity Zones
This program is a result of the Tax Cut and Jobs Act of 2017 recently passed by Congress. A fact sheet with the counties and cities in our region that were identified in the census tracts. Counties need to prioritize and nominate zones in their county by March 8th to be considered for designation by the Governor.

The UMVRDC would customize letters for any zones nominated by counties in our region. The cities and counties are all aware and working together.

M/S/P – Mark Bourne, Gene Bies made motion to support the Opportunity Zone designation in our region.
d. UMVRDC Scholarship
The UMVRDC has agreed to sponsor a scholarship for residents of the region to secure their planning degree. $5000 has been allocated to offer two $2500 scholarships starting this spring. The following was decided:

- Wait until they have completed a full year of college and provide us with a transcript that shows courses and grades before awarding the dollars?
- One person can apply and receive a scholarship in each year they are attending school.
- There is no difference if the student is pursuing a master’s degree.
- The funds will be available to any resident not just high school graduates.
- Staff will review the applications and make recommendations to the board.

M/S/P – Gary Hendrickx, Rusty Dimberg made motion to authorize the finalization of the scholarship fund announcement and process.

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. ATIP Open House – This will take place on Tuesday, March 27th from 4-5:30pm at the Appleton Civic Center.

3. Discussion Items
   NONE

4. Consent Agenda Items
   a. Minutes from UMVRDC January 2018 meeting
   b. January 2018 Treasurer’s Report and Board Payment Listings
   c. RLF Treasurer’s Report
   d. Minutes from Board of Director’s January 2018 meeting
   e. Swift County OHV Grant Letter of Support
   f. Lac qui Parle and Swift Counties – Hazard Mitigation GIS Contracts
   g. Clara City Website
   h. Milan ArtPlace Listening House Amendment

M/S/P – Gary Hendrickx, Mark Bourne made motion to accept and approve the Consent Agenda Items in one motion as follows:

- Approval of the minutes from January 2018
- Approval of the January 2018 Treasurer’s Report and Board Payment Listings
- Approval of the RLF Treasurer’s Report
- Approval of the Board of Director’s January meeting
- Approve the letter of support for the Swift County OHV Park Grant
- Authorize the signature on the contract(s) with the UMD Geospatial Analysis Center for their assistance in completing necessary mapping and analysis for Lac qui Parle and Swift Counties’ Hazard Mitigation Plan updates
- Approve the $1,750 contract agreement with the City of Clara City to assist in website training and style suggestions
- Approve and authorize the Executive Director’s signature on the contract from the Southwest Minnesota Housing Partnership for the Listening House Project in the city of Milan

**Adjournment**
A motion by Rusty Dimberg, Gene Bies for adjournment was made at 5pm. Meeting ended.

APPROVED BY:  
______________________________  
Gary Johnson  
UMVRDC Chairman

PREPARED BY:  
______________________________  
Jackie Sigdahl  
UMVRDC Administrative Assistant
TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: March 27, 2018
RE: February 2018 Treasurer’s Reports
     February 2018 Board Payment Listing

Attached is the treasurer’s report for February 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 February 2018

ACTION REQUESTED:
For the Commission to approve the February 2018 Treasurer’s Report, and Board Payment Listing with all checks (check # 20039–20085) and all ACH transactions.

Encl.
<table>
<thead>
<tr>
<th>Agency Revenues</th>
<th>FY18 Budget</th>
<th>Current</th>
<th>YR-To-DT</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest</td>
<td>3,500</td>
<td>145</td>
<td>3,580</td>
<td>102%</td>
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<tr>
<td>Levy</td>
<td>310,000</td>
<td>3,597</td>
<td>142,776</td>
<td>46%</td>
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<tr>
<td>Prior Year HH and Match used</td>
<td>(37,807)</td>
<td></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>
<td></td>
</tr>
<tr>
<td>Clarkfield Small Cities App</td>
<td>-</td>
<td></td>
<td>(3,300)</td>
<td></td>
</tr>
<tr>
<td>Upper Sioux PDM Grant App</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Match Fiscal Year 18 - will reduce as matched to contracts below</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Prairie Waters</td>
<td>(20,000)</td>
<td></td>
<td>(26,000)</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>(13,235)</td>
<td></td>
<td>(13,235)</td>
<td></td>
</tr>
<tr>
<td>RLF</td>
<td>(10,000)</td>
<td></td>
<td>(10,000)</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>5,000</td>
<td></td>
<td>3,703</td>
<td>74%</td>
</tr>
<tr>
<td>Economic Development/EDA</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>EDA Planning Grant</td>
<td>70,000</td>
<td></td>
<td>48,657</td>
<td>70%</td>
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<td>Revolving Loan Fund Admin (includes 10,000 match)</td>
<td>62,000</td>
<td></td>
<td>22,624</td>
<td>36%</td>
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<td>TA Contracts Needed</td>
<td>37,299</td>
<td></td>
<td>-</td>
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<tr>
<td>Appleton Technical Assistance FY17 (includes $3,478.16 PY HH)</td>
<td>12,250</td>
<td></td>
<td>3,478</td>
<td>28%</td>
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<td>Blandin Feasibility Study</td>
<td>6,412</td>
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<td>7,094</td>
<td>111%</td>
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<td>Blandin IT Connect II</td>
<td>2,530</td>
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<td>2,528</td>
<td>100%</td>
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<tr>
<td>Blaindin Rural Connect II</td>
<td>5,300</td>
<td></td>
<td>215</td>
<td>4%</td>
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<tr>
<td>Chippewa County Pace</td>
<td>1,500</td>
<td></td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>CERTS</td>
<td>2,400</td>
<td></td>
<td>2,865</td>
<td>119%</td>
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<td>Certs Green Step Cities</td>
<td>2,620</td>
<td></td>
<td>2,615</td>
<td>107%</td>
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<td>Granite Falls Memorial Park</td>
<td>5,900</td>
<td></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>7,926</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></td>
<td>8,563</td>
<td>39%</td>
</tr>
<tr>
<td>Maynard Museum</td>
<td>1,918</td>
<td></td>
<td>419</td>
<td>22%</td>
</tr>
<tr>
<td>Monte Public Arts CY 2017</td>
<td>3,950</td>
<td></td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Monte Arts Tractor</td>
<td>2,625</td>
<td></td>
<td>-</td>
<td>0%</td>
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<tr>
<td>SWMNHP Milan Listening House</td>
<td>9,000</td>
<td></td>
<td>9,297</td>
<td>103%</td>
</tr>
<tr>
<td>Yellow Medicine Data Disaster Recovery Plan</td>
<td>-</td>
<td></td>
<td>748</td>
<td></td>
</tr>
<tr>
<td>Grant Writing</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Potential Grant Apps</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Clarkfield ChildCare</td>
<td>1,725</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Clarkfield SCDP APP (includes $4000 HH)</td>
<td>8,000</td>
<td></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></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></td>
<td>4,000</td>
<td>50%</td>
</tr>
<tr>
<td>Upper Sioux Community - PDM grant app (Includes $3,300 HH)</td>
<td>6,600</td>
<td></td>
<td>3,300</td>
<td>50%</td>
</tr>
<tr>
<td>Watson and LQP County Broadband App</td>
<td>5,729</td>
<td></td>
<td>5,729</td>
<td>100%</td>
</tr>
<tr>
<td>Yellow Medicine Co Broadband Grant App</td>
<td>6,477</td>
<td></td>
<td>6,478</td>
<td>100%</td>
</tr>
<tr>
<td>Grants Admin/Management</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>SCDP Admin - Appleton</td>
<td>13,014</td>
<td></td>
<td>8,373</td>
<td>64%</td>
</tr>
<tr>
<td>SCDP Admin - Benson</td>
<td>17,400</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>SCDP Admin - CGB</td>
<td>14,270</td>
<td></td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Transportation/Byway/Tourism</td>
<td>-</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></td>
<td>50,735</td>
<td>57%</td>
</tr>
<tr>
<td>Transportation Planning Grant 17</td>
<td>23,835</td>
<td></td>
<td>15,969</td>
<td>67%</td>
</tr>
<tr>
<td>Prairie Waters ($212,434 PR Match, and $20,000 CY Match)</td>
<td>168,220</td>
<td></td>
<td>119,941</td>
<td>71%</td>
</tr>
<tr>
<td>Get Rural (includes $10,000 PY Match)</td>
<td>29,500</td>
<td>7,350</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></td>
<td>4,180</td>
<td>21%</td>
</tr>
<tr>
<td>Art Crawl</td>
<td>36,500</td>
<td>5,200</td>
<td>34,777</td>
<td>95%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>1,004,107</td>
<td>61,632</td>
<td>450,287</td>
<td>46%</td>
</tr>
<tr>
<td>Pass-Thru Revenue (not included above)</td>
<td>46,201</td>
<td></td>
<td>711,138</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>FY18 Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Salaries/Fringe</strong></td>
<td>712,460</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Per Diem / FICA</strong></td>
<td>10,765</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Public Officials Ins.</strong></td>
<td>4,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meeting Expense</strong></td>
<td>1,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel C&amp;C</strong></td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>3,235</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Audit</strong></td>
<td>14,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Commissioner’s Expense</strong></td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contract for Services</strong></td>
<td>36,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Strategic Planning</strong></td>
<td>15,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computer Technical Assistance</strong></td>
<td>12,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td>2,400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Virtual Server</strong></td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Copy Charge/xerox lease</strong></td>
<td>4,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Depreciation</strong></td>
<td>7,200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dues</strong></td>
<td>3,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td>1,300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Legal Fees</strong></td>
<td>2,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office Rent</strong></td>
<td>12,210</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Postage</strong></td>
<td>6,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Printing/Advertising</strong></td>
<td>4,500</td>
<td></td>
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<td><strong>Registration/Program Specific</strong></td>
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<td><strong>Repairs/Maintenance</strong></td>
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<td><strong>Scholarship</strong></td>
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<td><strong>Software GMS/GIS/General</strong></td>
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<td><strong>Sub./Publications</strong></td>
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<td><strong>Supplies</strong></td>
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<td><strong>Telephone/Internet</strong></td>
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<tr>
<td><strong>Staff Expense</strong></td>
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<td></td>
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<tr>
<td><strong>Travel</strong></td>
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<td><strong>Training</strong></td>
<td>11,000</td>
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<td><strong>Morale</strong></td>
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<td><strong>Wellness</strong></td>
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<tr>
<td><strong>Web Hosting/Maintenance</strong></td>
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<td><strong>Pass Thru Activity</strong></td>
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<tr>
<td><strong>Byway CMP</strong></td>
<td>3,750</td>
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<tr>
<td><strong>Meander</strong></td>
<td>23,000</td>
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<tr>
<td><strong>Prairie Waters Ads</strong></td>
<td>21,000</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>1,001,820</td>
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<tr>
<td><strong>EXCESS REV. OVER EXP.</strong></td>
<td>2,287</td>
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**Financial Institutions:**
- General Checking: $103,404
- Money Market: $313,506
- Certificate of Deposit: $350,674
- RLF Savings: $481,064
- Agency Auto: $52,739
- Equipment Fund: $26,577

UMVRDC Secretary/Treasurer | Date
UMVRDC Executive Director | Date
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Amount</th>
<th>Description</th>
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<tr>
<td>CITY OF APPLETON</td>
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<td>44.95</td>
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<td>IT support and internet</td>
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<td>25.00</td>
<td>employment ad</td>
</tr>
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<td>2018 renewal insurance</td>
</tr>
<tr>
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<td>2018 workers comp renewal</td>
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<td>January deductions</td>
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<td>Human resource services</td>
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<td>Appleton SCDP final Admin Payment</td>
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<td>380.00</td>
<td>Xerox Corporation</td>
</tr>
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<td>PRAIRIE FIVE CAC</td>
<td>10.90</td>
<td>Select Account</td>
</tr>
<tr>
<td>PRAIRIE FIVE CAC</td>
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<td>Commissioner PR</td>
</tr>
<tr>
<td>F &amp; M BANK</td>
<td>1,154.00</td>
<td>Commissioner PR</td>
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<td>South Dakota Magazine</td>
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<td>PW Ads</td>
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<td>Jim Dahlvang</td>
<td>248.61</td>
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</tr>
<tr>
<td>Gary Johnson</td>
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<td>Warren Rau</td>
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<tr>
<td>Craig Bakkelund</td>
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<tr>
<td>Damon Farber Associates</td>
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<td>Glen Kack</td>
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<tr>
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<td>Jay Backer</td>
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<td>Jeffrey Lopez</td>
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</tr>
<tr>
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<tr>
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<td>employ ad</td>
</tr>
<tr>
<td>Mitch McKay</td>
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<td>rif mileage</td>
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<td>MN Association of Townships</td>
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<td>Nicole Elzenga</td>
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<td>oo admin</td>
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<tr>
<td>PRAIRIE FIVE CAC</td>
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<td>00 admin</td>
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<td>114 windom ave, beardsley</td>
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<tr>
<td>PRAIRIE FIVE CAC</td>
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<td>Scarcely Ltd.</td>
<td>450.00</td>
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<tr>
<td>Scarcely Ltd.</td>
<td>450.00</td>
<td>105 washington st, beardsley</td>
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<tr>
<td>Scarcely Ltd.</td>
<td>450.00</td>
<td>613 s westfall st, beardsley</td>
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<td>KF - MDA brochure 2018 for byway saving</td>
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<td>Chase Card Services</td>
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<td>U-transportation conference</td>
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<td>MM - Clockwise and postage and supplies</td>
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<td>887.50</td>
<td>student intern for fall 2017</td>
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<td>USAble Life</td>
<td>14.00</td>
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<td>Affac</td>
<td>81.92</td>
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<td>02/05/18 Staff PR Deferred comp</td>
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<tr>
<td>Internal Revenue Service</td>
<td>4,570.04</td>
<td>02/05/18 UIVRDC Staff PR taxes</td>
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<tr>
<td>State of Minnesota</td>
<td>742.00</td>
<td>02/05/18 Staff PR State taxes</td>
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<tr>
<td>UPPER MN Valley RDC - Staff PR</td>
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<td>Staff Direct Deposit</td>
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<td>3,211.50</td>
<td>02/05/18 Staff PR PERA</td>
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<td>Select Account</td>
<td>1,333.33</td>
<td>2/5/18 Staff PR HSA</td>
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<td>742.00</td>
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<td>MN STATE RETIREMENT SYSTEM</td>
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</tr>
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<td>PUBLIC EMPLOYEES RET ASSOC</td>
<td>3,219.67</td>
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<tr>
<td>Date</td>
<td>Description</td>
<td>Amount</td>
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<tr>
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<td>02/28/2018</td>
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<td>02/20/2018</td>
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<td>02/12/2018</td>
<td>USPS</td>
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$104,241.51 Total Checks/ACH payments

Pass-Thru Payments

<table>
<thead>
<tr>
<th>UMVRDC Secretary/Treasurer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMVRDC Executive Director</td>
<td>Date</td>
</tr>
</tbody>
</table>

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: March 27, 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.

February 2018 Transaction Notes:

- Jager Building – Default

ACTION REQUESTED:
To approve the UMVRDC’s February 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: $237,408.56 (Original RLF) and $153,935.75 (Disaster RLF).
<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>February Payments</th>
<th>Original RLF Balance at 2/28/2018</th>
<th>Disaster RLF Balance at 2/28/2018</th>
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</thead>
<tbody>
<tr>
<td>Al’s Mercantile</td>
<td>50,000</td>
<td></td>
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<td>10</td>
<td></td>
<td>$538.82</td>
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<td></td>
<td>$2,111.78</td>
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<td>$71,636.87</td>
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<td>$835.01</td>
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<td>$1,013.45</td>
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<td></td>
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<td></td>
<td>$1,518.68</td>
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<td>4.00%</td>
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<td></td>
<td>$31.00</td>
<td>$8,197.20</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>$7,580.48</td>
<td></td>
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<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>$25,195.98</td>
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<tr>
<td>Spec Sys Inc.</td>
<td>50,000</td>
<td></td>
<td>4.00%</td>
<td>10</td>
<td></td>
<td>$507.23</td>
<td>$9,949.70</td>
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<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>$4,449.89</td>
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<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>$26,306.87</td>
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</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>$26,306.87</td>
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</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>$36,012.55</td>
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<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>$97,214.48</td>
<td>$97,214.48</td>
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<tr>
<td></td>
<td>1,575,270</td>
<td>320,000</td>
<td>4.25%</td>
<td>10</td>
<td></td>
<td>$20,741.73</td>
<td>$1,015,316.22</td>
<td>$339,145.29</td>
</tr>
</tbody>
</table>

**Balance of Bank Accounts**

| Total Original RLF Funds: | $1,322,444.78 | Total Disaster RLF Funds: | $513,081.04 |

- Previous month’s bank balance: 290,601.54
- Loan Repayment: 16,430.70
- Loan Disbursement: -
- February ‘18 - Bank Interest: 96.32
- Admin Transfer: -
- Origination, ACH, or Loan Payoff Fees: -
- Bank Account Balance at 2/28/18: 307,128.56
- Committed-Anderson-TeBeest: (69,720.00)
- Balance available for lending: $237,408.56

- UMVRDC Secretary/Treasurer
- UMVRDC Executive Director

**February 2018 RLF TREASURER’S REPORT**

**Terms Reporting Transactions**

- Borrower
- Original RLF Loan Amount
- Disaster RLF Loan Amount
- Interest Rate
- Term (years)
- Notes
- February Payments
- Original RLF Balance at 2/28/2018
- Disaster RLF Balance at 2/28/2018
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: March 27, 2018
RE: Browns Valley Fiscal Agent Contract

Thomas Schmitz, Browns Valley Clerk/Administrator contacted our office to help the city with their new DNR Flood Damage Reduction Grant.

Attached is a contract at our out-of-region rate of $85 per hour. The Upper MN River Watershed District is leading the project. We will be able to amend the contract in the event the project takes longer to implement.

ACTION REQUESTED
Approve and authorize the Executive Director’s signature on the attached contract for the Browns Valley contract #FY18 – 14 for $14,000.

Encl.
CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF BROWNS VALLEY
FY18 – 14 BROWNS VALLEY FISCAL AGENT

WHEREAS, this Contract for Services is by and between the City of BROWNS VALLEY, 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 fiscal services to meet all financial requirement for their DNR Flood Damage Reduction Grant; and

WHEREAS, the UMVRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning March 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:

A. Act as fiscal agent on behalf of the City for the DNR flood damage reduction grant and perform all fiscal activities.

B. This will include completing reimbursement forms and progress reports, making payments, coordinating with all the parties involved, and providing the CITY with information necessary for the CITY’s audit if one is required.

SECTION II. DESCRIPTION OF CITY’S RESPONSIBILITIES

The CITY agrees to:

A. Appoint a primary contact for this project;

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

C. 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 March 1 – December 31, 2018;

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 UMVRDC shall be compensated for services provided in Section I of this Contract;

B. The CITY agrees to pay the UMVRDC $85.00 per hour for services provided in Section I of this Contract including direct expenses with a total amount not to exceed $14,000. The “not to exceed amount” may be increased as mutually agreed upon in writing by both the UMVRDC and CITY.

C. The UMVRDC will provide the CITY with a final invoice indicating services provided and the total amount due;

D. 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 fourteens (14) 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.

EXECUTIVE DIRECTOR
UMVRDC

AUTHORIZED REPRESENTATIVE
BROWNS VALLEY

Title: _____________________________
Date: _____________________________

ATTEST:

Title: _____________________________
Date: _____________________________