



BOARD MEETING AGENDA
Upper MN Valley Regional Development Commission
November 27, 2018 - 6:30 PM

Pledge of Allegiance

Introductions

Approve Agenda/Additions

Guest Presentation: Nancy Agesen, Dana Cole & Co.

Round Robin: Share recent actions, discussions or issues from your city, county, council or board

1. **Action Items**

- a. FY18 Audit Report

2. **Information Items**

- a. Planner Update
- b. Executive Director Update
- c. RLF Update
- d. Health Insurance
- e. New Staff

3. **Discussion Items**

- a. BHAG Recap

4. **Consent Agenda Items**

- a. Minutes from October 2018
- b. October 2018 Treasurer's Report and Board Payment Listings
- c. RLF Treasurer's Report
- d. Lac qui Parle County RLF Administration 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: Kristi Fernholz – 2018 Meander

Citizen Comments:

Adjournment:

Happy Holidays!!
Next Meeting: Tuesday, January 22nd

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

ACTION MEMO

TO: UMVRDC Commissioners
FROM: Matt Moe, Finance Director
DATE: November 27, 2018
RE: FY 2018 Audit Report

Nancy Aagesen of Dana F. Cole and Company will be at the November meeting to review and discuss the agency audit that was conducted in September. This review will be a “draft” audit because we are waiting on Hildi Inc. to complete an actuary report. This is related to post-employment benefits that is addressed in GASB 75. Nancy will have much more detail on this when she is here.

We are not sure the report will be available to us before our November board meeting so final audit report may not be approved until January 2019.

ACTION REQUESTED

To approve the FY 2018 audit as presented if we have the Hildi report available. If we still do not have the report, no action until January 2019

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Melissa Streich, Kirk Bustrom, Laura Ostlie

DATE: November 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

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 last of four planned task force meetings for Lac qui Parle and Swift counties will be scheduled in the upcoming months. The UMD Geospatial Analysis Center has completed subcontracted work on related GIS mapping and Level 2 HAZUS Flood Analysis. RDC staff have completed all related GIS mapping requirements. Final plan update edits are in progress and scheduled for public input and adoption following completion.

Regional Fire Departments – Assistance to Firefighters Grant – Kirk

After discussing the possibility of a regional application with Wood Lake Fire Department, RDC staff reached out to the regional coordinator for the grant program who confirmed that a regional application would have an increased likelihood of being funded. RDC staff reached out to all regional fire departments. The fire departments of Big Stone County – Beardsley and Clinton; Lac qui Parle County –Madison; Chippewa County – Milan; and Yellow Medicine County – Canby, Clarkfield/Hazel Run, Hanley Falls, Porter, St. Leo and Wood Lake participated in submittal of two (2) regional applications in the FY19 grant cycle for procurement of turnout gear, SCBA's and other miscellaneous equipment. Canby and Milan volunteered to act as host applicants with all other departments being co-applicants.

Madison Arts Council - Kristi

From the RFQ (Request for Qualifications) we have three artists that will be working with Madison to put together designs for Madison.

Memorial Park – Kristi

Kristi continues to work with the City of Granite Falls and Memorial Park and their work with the Greater MN Regional Parks and Trails Commission. The bathroom is being constructed, the picnic shelter repaired, and the road is being reconfigured. Most work on this first phase of construction should be complete this fall.

Milan/Watson SCDP – Kristi

Milan and Watson are working together on a SCDP grant. A preapplication was submitted asking to rehab 11 owner occupied units, 2 single-family rental, 16 multi-family units, and 3 commercial units. We should hear in December how the application was ranked – competitive, marginally competitive or not competitive.

Canby SCDP Application– Kirk and Laura

RDC staff worked with the City of Canby to complete the SCDP preapplication that was submitted in November. A preapplication was submitted asking to rehab 17 owner occupied units and 12 commercial units, with a response on application competitiveness expected next month.

Montevideo Arts Project (MAP) - Kristi

We are contracting with artist Victoria Jones to work on the staircase project in Montevideo. We have met with the Montevideo City council and will now write a project grant to complete the project.

Benson SCDP – Laura

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. RDC staff completed the annual report which was due October 15. Currently on the owner-occupied side of the project, one project has been completed, nine repayment agreements have been recorded, and eight files are out of bid. As for commercial, one project has been closed, three are out for bids, and an additional project in line.

Granite Falls SCDP Admin – Laura

The \$625,888 grant award along with additional leveraged resources, will total \$891,501 in rehabilitation within the city. The goal is to rehabilitate 11 owner-occupied homes, seven rental single-family homes and six commercial business. We are starting the environmental review and setting up the contracts, along with submitted annual report.

Clarkfield SCDP Admin – Laura

The \$1,107,430 grant award along with leveraged resources, will total 24,152,455 in rehabilitation within the city. A public infrastructure project along with 15 owner occupied homes and five commercial businesses are the goals for this SCDP grant. RDC staff submitted the annual. Next steps will include the environmental study and working to complete the contracts for the grant administration.

Clinton, Graceville and Beardsley SDCP – Laura

With the annual report being just turned in my RDC staff, it was reported that there are six projects out for bids, thirteen completed, and four in the proceed process for the owner-occupied rehab projects. As for commercial, there are four completed projects, one in proceed, one in the financing stage and one additional application being taken to. The grant runs through September 2019.

Browns Valley Grant Admin – Toelle Coulee Flood Risk Reduction – Matt

We were asked to provide grant administration for flooding project between Browns Valley and the DNR. This is an ongoing project.

Lac qui Parle EDA Revolving Loan Fund- Laura

RDC staff closed on the Hilltop Bar and Grill RLF on November 14th. First payment is not due until January 1, 2019. The first payment from The After Five Supper Club was made on November 1st. Also quarterly USDA reporting on the RLF funds took place during the month of November.

Kerkhoven Comprehensive Plan – Kristi

Kerkhoven City Council approved the proposed comprehensive planning contract that is set to start Fall of 2018 and will be estimated to last for 18 months. Meetings will start in December.

Yellow Medicine Housing Assessment Contract Amendment-Canby – Kirk

In 2016, the UMRDC was asked to provide technical assistance in helping three communities within Yellow Medicine County with housing assessments. This work included preparing assessment tools, training volunteers and providing mapping services to represent the data collected. The contract was intended to work with Canby, Clarkfield and Granite Falls on housing assessments. At the time, Canby chose not to move ahead with any housing assessment technical assistance. In June, the Canby City Council approved to move forward with housing assessment technical assistance and to utilize existing survey data completed by DSI last year. The original contract had an end date of August 1, 2016. Yellow Medicine County agreed to extend the existing contract to December 31, 2018 to allow for completion of housing assessment technical assistance for the City of Canby. Initial compilation of existing survey data from DSI has been completed and related GIS analysis by RDC staff has begun. RDC staff worked with the City to organize and train volunteers for completion of remaining survey work in November.

PACE for Chippewa County – Kristi

We created a social media ad to share on Facebook and email blasts. We are also calling businesses to talk about the opportunities of PACE. PACE is Property Assessed Clean Energy Financing and can help energy efficiency projects find financing.

PROGRAM UPDATES:

Federal EDA Planning Grant – Kirk

A number of required plans and reports required as special award conditions pursuant to UMRDC's 3-year planning grant were submitted last month. A semi-annual Progress Report on UMRDC's planning grant scope of work for the period ending September 30th was completed and submitted along with related financial reporting requirements.

Meander – Kristi

Meander 2018 was a success again! Reports are that crowds were up and sales sounds like they were up too. We are working on getting economic data together. We will present to the board this month.

MN River Valley National Scenic Byway - Kristi

A new visitors guide is complete and is being distributed. The byway continues to consider sustainable funding to continue to work with the byway. In the short term, some of the activities will be done through the MNDOT planning grant. We are looking for additional grants and funds. I attended the Byway Conference in Fergus Falls. There is a funding request to update the Corridor Management Plan.

Prairie Waters Regional Marketing/Get Rural – Melissa

We've been busy working on ad sales for the new 2019-2020 Prairie Waters Visitor/Relocation guide. As workforce recruitment is a crucial issue in our region, we would like to provide employers materials to help showcase the region to potential new employees. We are creating a visitor/relocation guide that has a robust list of all the things to do in the area, plus information on healthcare, childcare, education, housing, employment opportunities, and more.

2020 US Census Participant Statistical Areas Program – Kirk

RDC staff are coordinating with US Census Bureau staff and regional LUG's for accurate representation of census figures for the upcoming 2020 US Census. Accurate representation for the Census is critical to the work we do and for our LUG's as a multitude of funding criteria for projects and other critical eligibility criteria relates back to census numbers.

Transportation – Kristi and Dawn

Kristi attended transportation meetings in November

- Transportation Planners meeting in October – we reviewed Regional Transportation Coordinating Councils (RTCC), Safe Routes to School (SRTS), SHIP updates, Land Use Context Types, and District Bicycle Plan.

CONTRACT DEVELOPMENT:

Regional Transportation Coordinating Councils (RTCC) – Kristi and Dawn

We are working with Prairie Five to explore a grant application to create a regional transportation coordination council. Prairie Five has agreed to move forward with an application due in February/March. The UMRDC will help with the grant writing.

Lac Qui Parle County RLF Administration-Laura

RDC staff have been working with Lac qui Parle County staff along with Lac qui Parle County EDA staff through the transition of their existing revolving loan fund.

Benson Technical Assistance -Melissa, Kirk, and Laura

The RDC staff have been working with the City of Benson to determine how our office can support the city's growing needs for economic development and marketing outreach. Assistance from RDC staff may come in the form of revolving loan fund management, marketing strategy, project coordination, etc.

Active contracts

Benson SCDP
Clinton SCDP
Lac qui Parle EDA
Montevideo Arts Project
Madison Art Project
Maynard Museum
Granite Falls Memorial Park TA
LQP County Hazard Mitigation
Swift County Hazard Mitigation
YMC Housing Assessment – Canby
Appleton RLF Administration
Canby SCDP Application

Anticipated Completion

September 2020
September 2019
Ongoing
June 2018
June 2018
June 2018
June 2018
May 2020
May 2020
November 2018
Ongoing
June 2019

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: November 27, 2018

RE: Director's Report

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

- Completed interviews with 3 Program Assistant applicants. Made an offer to one candidate following a follow up interview. That applicant declined our offer. Reevaluated applicants and made second offer and it was accepted.
- Made numerous revisions to our employment application. It is currently under review and then will be posted for new planner that will work with transportation and other community development projects.
- I will continue to fill in on transportation work until hiring a new planner. This includes ATP meetings, working with the Transportation Alternatives and Safe Routes to School funding solicitation and attending some miscellaneous meetings. Attended a meeting in Big Stone County regarding trail planning and connected with several communities related to trail funding and Safe Routes to School. Kristi is also taking in some meetings and working on some possible Safe Routes inquiries.
- Continue to finalize the outline for the conversion of our existing on-premise file server to Microsoft's cloud environment. We are waiting for some of the final design concepts.
- Attended a LYFT Pathways advisory committee meeting and had multiple conversations with interested parties in Ortonville and Appleton/Madison/Dawson about LYFT.
- Spent significant time looking at first quarter budget and time allocation for staff.
- Spent time updating orientation manual for new staff and organizing for new program assistant and planner.
- Hosted our first ever high school students for a job shadow day.
- Attended the SWIF Grow Your Own event.
- Participated in numerous conference calls with the SW Mn Housing Partnership regarding board action items and planning for the hiring of the new CEO.
- Spent time talking with Benson City Administrator about a proposal to provide staffing assistance to their city.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

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

Swift Machine and Fab- Loan commitment for the \$200,000 loan will remain through June 2019 barring no significant changes to the original approval based on the necessary SBA review process taking place Spring 2019.

NEW LOANS

After Five Supper Club- The \$40,000 Original RLF loan closed on September 14th. First payment was made November 1st.

Hilltop Bar & Grill- The \$40,000 Original RLF loan closed on October 5th and the first payment will be due December 1st.

Headquarters Bar & Grill- The \$90,000 Disaster RLF loan approved on September 25th and was closed on October 26th.

Appleton Power- The \$40,000 loan closed on November 1st. First payment is due January 1st.

OTHER

Risk Ratings-Following our RLF annual reporting, we received our new EDA grading for each our loan funds. Our Disaster RLF rated an "A" once again, which will alleviate one of our reporting cycles for the upcoming year. Our Original RLF was rated a "B" by one point. RDC

staff spoke to our regional EDA rep and we anticipate by the next round of grading, we will be back to an "A". Due to the grade "B", we will be required to provide a midyear report. The driving factors for the Original RLF grading going down is the loan write-offs, longevity of staff, and the score given by our most recent UMRDC audit.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: November 27, 2018
RE: Health Insurance Update

2019 UMVRDC Health Insurance

We received our renewal for the second year of our health insurance that is offered via MN PEIP. The increase was 3%. The increase to the agency is \$113.45 per month and each staff that is covered \$10.19 per month.

As a reminder we changed to MN PEIP last January and signed a two-year agreement with them. This increase falls right in line with all PEIP's other customers.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: November 27, 2018
RE: New Staff

Jordan Hulscher will be joining our staff on December 17 as the Program Assistant. Jordan is from Wilmot SD and is just graduating from SDSU with a degree in Communication Studies. She will be working with Melissa on Prairie Waters and the UMRDC Marketing and will be assisting with a variety of other projects including Meander, RLF, SCDP grant administration. We are excited to have her join our team!

INFORMATIONAL ONLY- No Action requested

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: RDC Staff

DATE: November 27, 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

Board Stewardship: The RDC Commission will have 100% of the board members engaged in stewardship for the agency.

Base Camps:
 Attendance maintained at 80% or better.
 80% of board surveys report that board members feel engaged with meetings and agenda.

Strategy A.	Tactics	Timeline	Measurement	2019 Accomplishments
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.	1. Update orientation manual annually. Include a 1 page executive summary, revised acronym list. Provide orientation summary to full board each year and ask them to renew their board member commitment form and conflict of interest form.	Annually (Jan)	Orientation manual will be updated with new board policies. Orientation summary will be provided and all members will renew their board member commitment form.	
	2. Executive Director will meet and provide orientation materials to NEW Commission members	As needed	Did the Exec. Dir. meet with all new board members?	Sending out new board member appointment info in December to cities
	3. 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	April-May	A decision will be made by the board on whether to change or add any new public interest reps.	
	4. Survey newest members about what questions they have after being on the board for 1 year and modify the orientation to include the information.	As new members are brought on	Survey completed and orientation modified.	
Strategy B.	Tactics	Timeline	Measurement	Accomplishments
To create a agenda that fully involves commissioners in policy setting and decisions and allows for the monitoring of BHAGs.	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.	Every year	All BHAG committees will meet in Nov, March, June	
	2. Annually meet to review and discuss budget	May		
	3. Annually meet to review and discuss policies and personnel reviews and COLA	Jan		In January
	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.	
	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	ongoing

	7.RDC staff take turns with 5-minute staff report at the board meeting	Monthly	Staff reports will be included at every meeting	ongoing
	8. 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.	SWIF Grow Our Own in Sept, LYFT in October
	9. Continue to utilize the Planner Update to inform and educate board members about the services and projects of the UMRDC. 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.	
	10. 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.	ongoing
Strategy C.	Tactics	Timeline	Measurement	
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	Annually	During FY18 at least one agency strategic planning session will be held with the board.	
	2. Survey Commission members about board meetings. Review results with Chair.	Monthly	Send to chairperson	ongoing
	3. Complete NADO board self assessment help identify important areas of board operation that need improvement; measure progress toward	Spring, have board and staff complete the survey	NADO board assessment will be completed and discussed for new strategies to incorporate in this BHAG	



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

Community Development BHAG Committee Meeting

Tuesday, November 27, 2017

5:00 pm – 6:30pm

Light supper provided

Community Development Members:

Gene B, Warren, Jeff, Bill M, Diane, Dawn, and Lucas

RDC Staff:

Kristi Fernholz, Laura Ostlie, Kirk Buström

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

Agenda

1. Choose a person(s) to recap our discussion.
2. FY19 Work Plan Accomplishments
3. What emerging issues/opportunities do you see in the region?

2019 Community Development BHAGs				
Goal: Be the premier agency for community development in Region 6W.				
Base Camps:		Timeline	Measurement	Outcomes
5-year (2007 - 2012): Have contracts with 50% of our LUGs (at least 29 out of 58 LUGs) 10-year* (2013 - 2018): Have contracts with 60% of our LUGs (at least 34 out of 58 LUGs) 15-year (2019 - 2024): Have had contracts with 100% of our Counties, 80% of our Cities over 1,000, 20% of our Cities under 1,000, and 50% of our school districts.		5-year time period 5-year time period 5-year time period 5-year time period	24 of 58 LUGS = 41% for 2007 - 2012 X of 58 LUGS = XX% for 2013 - 2018	
Strategy A: Increase relationships with LUGs to better serve their needs.	Tactics	Timeline	Measurement(s)	Outcome(s)
	1. Create a survey to all LUGs in FY19 to respond to LUG needs and issues. (Corresponds with Marketing BHAG)	Fiscal Year	Was the survey sent out? Response rate of 50% of cities and 100% of counties.	Plan to be sent out mid January with completion of the survey taking place in December
	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.	Semi-annually (October and March)	Did we review projects twice a year?	CEDS progress report done October 30th. In process of updating DevelopMN with MADO
	3. Attend a city council meeting of all of our cities during a three year cycle from FY 18-20	Fiscal Year	37 cities within 3 yr cycle	FY18-Graceville, Ortonville, Clara City, Milan, Benson, Clarkfield, Madison, Dawson, Canby, Kerkhoven, Danvers, and Granite Falls FY19-Milan, Montevideo, Watson, Kerkhoven,
	4. Strategic efforts to meet with all counties both commissioners and county staff	Fiscal Year	Has at least ED met with all 5 county boards? Has at least one planner met with county staff?	
	5. Connect with the Upper Sioux Community Tribal Planner.		Have we reached out via phone calls, survey, and meetings at least 3 times?	
	6. Attend all five township association meetings.		Did we attend all 5 meetings?	Spring
	7. Respond to community development needs of school districts.		How many needs do the school districts have?	
Strategy B: Provide LUGs with opportunities that help accomplish their goals and ensure the RDC is developing high quality projects aligned with current staffing resources.	Tactics	Timeline	Measurement	
	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.	Fiscal Year	What projects/programs did we explore and how many?	Bellingham, Boyd, Marietts, Louisburg, Nassau-redevelopment, housing, infrastructure, etc
	2. Develop case studies for the top priorities of the self assessment completed in the spring of 2016.	Fiscal Year	Did we create four case studies?: FY19 topics: 1) Dilapidated Commercial/Residential Buildings, 2) Housing, 3) Arts Planning, and 4) Financial Funding to Businesses	Newly hired planning assistant will be starting to work on. In the process of doing the workshop on housing/dilapidated buildings and hope to gain additional info for housing case studies
	3. Develop and strengthen relationships with organizations and partners that can help fulfill the needs of our local units of government.	Fiscal Year	What partnerships and relationships did we develop? What existing relationships did we strengthen?	EDA, FEMA, CERTs, MN Office of Broadband, Blandin, DEED, PFA, USDA, MNHS, ArtPlace, SWMHP, SMAC, HRAs, STATE/Governors office, MNDOT, EMT, DNR, Prairie 5, SHIP, SWIF, Other MN RDC, SW/WC Service Cooperatives, Private Industry Council, Center for Rural Policy, Center for Small Towns, MADO, NADO, First Children's Finance, Friends in the Field
Strategy C: Provide resources for regional education	Tactics	Timeline	Measurement	
	1. Host or coordinate at least four trainings, workshops, or presentation. Topics: Transportation, Regional Recruitment, Chamber/Tourism, Housing, Empty Buildings	Fiscal Year	How many training events occurred?	LUGS contact on Redevelopment grant, October 23rd LYFT workshop, HR Coordination meeting with regional business for regional recruitment work, scheduled housing/dilapidated building workshop
	2. Research to determine what is most effective in the region for comp plans and develop a strategy for outreach to our cities and counties (proposal, etc).		What was the outcome?	Strategic planning opportunities, specifically small area plans
	3. Research housing issues and develop solutions for our region. Develop a strategy of how to present solutions to our LUGs.		What was the outcome?	Will be linking results from upcoming workshop and case studies
	3. Collaborate with regional partners to offer impactful initiatives and learning opportunities through programs and projects (CERTs, ED Pros, etc)	Fiscal Year	What collaborations resulted in education and learning opportunities in our region?	LYFT, CTE, CERTS work in Canby with Pioneerland, Prairie Five and RTCC
Strategy D: Continue to be a driver in developing regional programming, planning and platforms.	Tactics	Timeline	Measurement	
	1. Identify sustainable funding for the Regional Recruitment/Get Rural Initiative and pursue ways to implement the project. Find ways to combine with Western Minnesota Prairie Waters for an all inclusive project that will attract, retain and retrain employees, develop a regional brand, and continue to market our area for tourism and as a great place to live, work and play.	Fiscal Year	Was seed funding opportunities identified? How many?	Wrote EDA grant around regional recruitment, not yet submitted
	2. Expand art programming in the region (more art-based projects, complimentary events, etc.). Work with the Milan ArtPlace project to develop art-based projects that address housing issues in the city. Develop a model that can work for other cities.	Fiscal Year	How many projects were completed in Milan?	Madison, Montevideo, Healthy Households with ArtPlace. Research other models such as Fergus Falls and Battle Lake
	3. Continue to coordinate regional programs and projects such as RLF, Hazard Mitigation planning, Transportation planning, Western MN Prairie Waters etc.	Ongoing	Did we respond to regional needs/requests?	Done
	4. In addition to regional projects already listed, focus on regional issues that are identified by our LUGs such as: Local Foods (on-going study)			
	Broadband (self assessment 2016)			Yellow Medicine County Update meetings 11/30, Swift County Blandin Broadband Community, Annual Blandin Conference, Governor's Broadband Task Force Meeting in Benson
	Parks and Trails (self assessment 2016)			
	Dilapidated Commercial/Residential Building (self assessment 2016)			SCDP applications, Canby housing studies, Milan/Watson mapping prototype, Granite Falls Redevelopment application
	Daycare (self assessment 2016)			Continued response to ongoing inquiries around resources
	RTCC			grant application due early 2019
	USDA programs			2 regional applications for Assistance to Firefighter's grant, responding to new inquiries for future application
	Fire Departments			



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

Marketing BHAG Committee Meeting
November 27, 2018
5:00-6:30 p.m.
Light supper provided

Marketing BHAG Committee:

Debra Lee Fader, Brett Buer, Brent Olson, Jim Schmaedeka, Roy Marihart, Windy Block, Carrie Bendix

Marketing BHAG Staff:

Kristi Fernholz, Jackie Sigdahl

Marketing BHAG Goal:

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

1. Identify Reporter
2. What RDC materials/resources work for you?
3. Overview of the Marketing BHAG
4. Review accomplishments of FY19 Marketing BHAG
5. Google Analytics
6. Questions/discussion

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

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

Base Camps:

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

FY19: Year 10 of BHAG

Strategy A.	Tactics	Timeline	Measurement	Accomplishments
<p>Continue to create marketing materials as a distribution of effective communication to our clients (LUGS).</p> <p>Marketing pieces we currently utilize:</p> <ul style="list-style-type: none"> - website - annual report - newsletter - commissioner cards - note pads & pens - business cards - brochure - constant Contact - facebook 	1 RDC Website:			
	Launch of the new website	6 months		<i>Launched 10/17/2018</i>
	Marketing campaign for the new website	6 months		<i>Weekly posts</i>
	Explore the most effective use of the resource and opportunities page	12 months		
	2 Case Studies:			
	Continue to create feature projects to use in packets and on RDC website.	12 months		
	Create and highlight case studies of RDC projects	12 months		
	Reach out to LUGS who are working on similar projects with case studies	12 months		
	3 Misc Marketing:			
	Check each city's and county's website to make sure they are linked with the UMRDC & PW website + Get Rural Logo	12 months	Annually	<i>email sent</i>
	Connect with clients through Facebook	12 months		<i>Post/share at least once a week</i>
	4 Contact all newly elected officials. Send packet with annual report, RDC informational material, and staff contact info.	12 months	# of new elected officials	<i>40+ changes in region. Packets will go out in December.</i>
	5 Highlight our projects in the region through the UMRDC Annual Meeting and the Prairie Waters Annual meeting. Tour areas and amenities in our region, rotating it each year to a	12 months	UMRDC annual meeting each year.	<i>PW - Wegdahl Park</i>
	6 Publications <ul style="list-style-type: none"> - Annual Report - Newsletter - Brochures - Constant Contact 	12 months		<i>September Newsletter Updated RLF Brochure 2017 Annual Report sent July 31st 14 Constant Contact mails</i>
Strategy B.	Tactics	Timeline	Measurement	Accomplishments
<p>Evaluate effectiveness of marketing campaign with goal of measuring 70% basecamp in 2015. (70% = 41 contacts out of 58 possible)</p>	1 Complete a spreadsheet showing meaningful staff contact and meetings with each of our LUGs: 5 counties, 37 cities, 1 tribal govt., 10 school boards, 5 township assoc. annual meetings.	12 months	per LUG	<i>See spreadsheet</i>
	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. 5 counties, 37 cities, 1 tribal govt., 10 school boards	12 months	per LUG	
	3 Gather website statistics to evaluate the use of our website.	12 months	Compare with past months/years	<i>See attachment</i>

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission

Appleton Civic Center

October 23, 2018

Board Members Present: Gary Hendrickx, Jeff Olson, Warren Rau, Diane Kepner, Windy Block, Jim Dahlvang, Gene Stengel, Roy Marihart, Gary Johnson, Debra Lee Fader, Gene Bies, Brett Buer

Board Members Absent: Bill McGeary, Jim Schmaedeka, Rusty Dimberg, Mark Bourne, Dawn Regnier, Carrie Bendix, Brent Olson, Lucas Olson

Guests: LYFT presentation – Cheryl Glaeser, Bruce Bergeson

Staff Present: Dawn Hegland, Kirk Bustrom, Kristi Fernholz, Jackie Sigdahl

Call to Order

The meeting was called to order at 6:30pm.

Pledge of Allegiance conducted.

Introductions made.

Approve Agenda/Additions

M/S/P – Jeff Olson, Gene Bies made motion to approve the agenda as presented.

Guest Speaker

Cheryl Glaeser and Bruce Bergeson presented on the LYFT project. Launch Your Future today (LYFT) is a rural career and technical education (CTE) pathway initiative with the purpose of rebuilding CTE in southwest and west central Minnesota. The goal of LYFT Career Pathways is for every secondary student in the region to gain marketable skills through meaningful CTE courses and opportunities, which lead to further education and careers that match our region's labor market needs.

Round Robin Discussion:

- *Gary Hendrickx, Swift County:* The commissioners will be holding a public meeting open for comments on the jail construction project.
- *Brent, Big Stone County:* absent.
- *Gary Johnson, Yellow Medicine County:* The café in Clarkfield is reopening on Saturday. Prairie Grain is conducting a large expansion. The County Administrator position has been narrowed down to five finalists. The MnDOT Highway Sponsorship Program was briefly discussed.
- *Rusty, Big Stone County Townships:* absent.
- *Brett, Dawson/Boyd Schools:* Crossroads Daycare Closed. Public meetings on school building projects are being conducted.
- *James, Chippewa County Townships:* absent.
- *Jim, Chippewa County:* Prairie Waters annual gathering will be held at Wegdahl Park on the 26th from 5-7pm. 9% levy increase because of Primewest and the Veterans Home.

- *Mark, LqP County Townships*: absent.
- *Jeff, LqP County Municipalities*: passed.
- *Warren, Swift County Townships*: passed.
- *Debra Lee, Chippewa County Municipalities*: Viewing of the architecture plans for the Veteran's Home will be conducted on November 11th.
- *Roy, LqP County*: passed.
- *Gene Stengel, Yellow Medicine County Townships*: passed.
- *Windy, City Administrator*: The street & utility project is moving along but worried about the completion date with all the rain. The nursing home is reducing beds and will be looking for a new administrator soon. The railroad crossing at Hwy 2 & MN 23 is completed.
- *Diane, Prairie Five CAC, Inc.*: The Head Start program is nearly full. All staff positions are filled. Had a good turnout for the Senior Expo. A planning meeting for transit was held.
- *Gene Bies, Yellow Medicine County Municipalities*: Nearing the end of the infrastructure project. The airport road project started yesterday.
- *Bill McGeary, Benson Schools*: absent.
- *Lucas Olson, Swift County Municipalities*: absent.
- *Dawn R, MnWest Community & Technical College*: absent.
- *Carrie, Private Industry Council*: absent.
- *Kristi, UMRDC*: Some brief stats were presented on the 2018 Meander. A full report will be given next month.

1. **Action Items**

a. Maccray Hedgehog Request

The school district is interested in pursuing a Safe Routes to School plan and are requesting our assistance in the grant writing. Total application cost is \$1500.

M/S/P – Windy Block, Gene Stengel made motion to approve the Hedgehog request for \$750 for a SRTS grant application for Maccray School District.

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.

c. RLF Update - Loan Status Report on the activity/inactivity of loans as well as other relative information.

d. NADO Photo Contest – The photo of the "Rustican" a stained-glass tractor project in Montevideo won the contest in the "Building Vibrant Places" category through the National Association of Development Organization's (NADO) photo contest.

e. Launch Your Future Today (LYFT) – A presentation about LYFT Career Pathways was made during this meeting.

3. **Discussion Items**

NONE

4. Consent Agenda Items

- a. Minutes from UMVRDC September 2018 meeting
- b. September 2018 Treasurer’s Report and Board Payment Listings
- c. RLF Treasurer’s Report
- d. Milan Technical Assistance Contract Amendment
- e. Maccray Safe Routes to School Contract
- f. FEMA Regional Assistance to Fire Fighters Grant

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

- Approval of the minutes from September 2018
- Approval of the September 2018 Treasurer’s Report and Board Payment Listings 20282-20326 and all ACHs totaling \$201,279.65
- Approval of the RLF Treasurer’s Report
- Authorized the contract amendment with the City of Milan for technical assistance
- Authorized the contract with Maccray School District for grant writing
- Approved the authorization for the executive director to sign the contract with the city of Canby as host applicant for professional services to participating regional fire departments as co-applicants

Adjournment

A motion by Windy Block and Brett Buer for adjournment was made at 8pm. Meeting ended.

APPROVED BY:

PREPARED BY:

Board Representative
Title

Jackie Sigdahl
UMVRDC Administrative Assistant

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: November 27, 2018
RE: October 2018 Treasurer's Reports
October 2018 Board Payment Listing

Attached is the treasurer's report for October 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 October 2018

ACTION REQUESTED:

For the Commission to approve the October 2018 Treasurer's Report, and Board Payment Listing with all checks (check # 20327–20376) and all ACH transactions.

Encl.

October					
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
	FY19	Current	YR-To-DT	Percent	
	Budget	September	September	of Budget	
Agency Revenues					
Interest	3,500	166	2,239	64%	
Levy	318,000	5,564	5,564	2%	
			-		
Potential HH Grants \$20,000 - will reduce levy as awarded	-		-		
Canby SCDP Grant App	(5,000)		-		
Dawson Library	(2,150)		-		
Granite Falls RGB Deed	(1,250)		-		
Kerkhoven Comp plan	(5,000)		-		
Milan / Watson SCDP grant App	(1,500)		-		
Maccray Safe Routes	(750)		-		
			-		
Match Fiscal Year 19 - will reduce as matched to contracts below			-		
Prairie Waters	(20,000)		-		
Transportation	(13,235)		-		
RLF	(10,000)		-		
Potential grant match	(5,000)		-		
			-		
Miscellaneous	5,000		1,074	21%	
			-		
Agency Equipment Desinated funds	13,983		-		
			-		
Economic Development/EDA			-		
EDA Planning Grant	70,000	17,500	17,500	25%	
Revolving Loan Fund Admin (includes 10,000 match)	66,000		-	0%	
TA Contracts Needed	80,046		-		
Appleton RLF Admin	1,500		-	0%	
Blandin IT Connect II	2,528	2,528	2,528		
Chippewa County Pace	1,350				
Granite Falls Memorial Park FY19	3,826		-	0%	
HM Lqp/Swift Includes (Includes \$10,000 Prior Year HH)	11,160		-	0%	
Kerkhoven Comp Plan (Includes \$5,000 FY19 HH)	10,920		-	0%	
LQP County Park	3,000		-	0%	
LQP RLF Admin	4,625		-		
Madison Public Arts (Includes \$2000 Prior Year HH)	7,452		-	0%	
Maynard Museum	8,000				
Milan TA Contract (\$1,500 total Prior Year HH)	592		-	0%	
Monte Public Arts CY 2018	5,650		-	0%	
Yellow Medicine Housing - canby	1,000		-	0%	
Grant Writing			-		
Canby SCDP App (Includes 5,000 FY19 HH)	10,000		-	0%	
Dawson Library FY18 - FY19 (Includes \$2,000 Prior Year HH)	1,882		-		
Dawson Library FY19 - (Includes \$2,150 FY19 HH)	3,650				
Firefighters Assistance Grant	15,000				
Granite Falls Redevelopment Grant (\$1250 FY19 HH)	2,500		-	0%	
Maccray Safe Routes Grant App	1,500				
Milan Watson SCDP Grant App (\$1500 FY19, 3500 PY HH)	14,000				
			-		
Grants Admin/Management			-		
Browns Valley Flood Recovery	9,000		-	0%	
SCDP Admin - Benson	14,000		-		
SCDP Admin - CGB	13,784		-	0%	
SCDP Admin - Clarkfield	20,000		-		
SCDP - Admin Granite Falls	14,000		-		
Transportation/Byway/Tourism			-		
Transportation Planning Grant 19 (Includes 13,235 FY 19 Match)	88,235		37,500	43%	
Prairie Waters/Get Rural (\$20,000 FY19 Match)	161,200	44,888	48,896	30%	
Art Crawl	36,500	16,953	18,503	51%	
Total Revenue	959,498	87,599	133,803	14%	
Pass-Thru Revenue (not included above)		197,110	454,438		

	FY19 Budget			
Expenses				
Salaries/Fringe	709,748	58,771	196,999	28%
Commissioner's Expense			-	
Per Diem / FICA	10,765	654	1,938	18%
Public Officials Ins.	4,500	1,445	1,445	32%
Meeting Expense	1,500		580	39%
Travel C&C	6,500	283	1,637	25%
Training	3,235		-	0%
Audit	14,000		-	0%
Contract for Services			-	
UMM GIS - Hazard Mitigation	8,160		-	
Eagle Eye Photography - Get Rural	2,500		1,000	40%
Vivid Marketing - Get Rural	2,000		-	0%
CST Students - Get Rural	1,750		609	
CST Students - General	5,000		-	
Strategic Planning	15,000		-	
Additional Contract work	3,000		-	
Computer Technical Assistance	8,000	80	1,543	
Virtual Server	13,983		5,593	
Copy Charge/xerox lease	4,000	315	1,111	28%
Depreciation	5,200	241	1,084	21%
Dues	3,000	2,000	2,562	85%
Insurance	1,300	817	817	63%
Legal Fees	2,000		770	39%
Miscellaneous	1,000		107	11%
Office Rent	12,210	1,017	4,067	33%
Postage	3,500	141	925	26%
Printing/Advertising	4,500	764	2,765	61%
RDC Marketing Item	2,000		889	44%
Registration/Conference	4,000	1,189	2,043	51%
Repairs/Maintenance	1,000	60	135	14%
Scholarship	5,000		-	
Software GMS/GIS/General	7,000		2,133	30%
Sub./Publications	2,000	36	156	8%
Supplies	4,500	79	822	18%
Telephone/Internet	8,000	746	2,338	29%
Staff Expense			-	
Travel	30,000	1,804	5,134	17%
Morale	2,000		-	0%
Wellness	2,000	40	167	8%
Web Hosting/Maintenance	3,500		480	14%
Pass Thru Activity			-	
Meander	23,000	8,084	10,554	46%
Prairie Waters Ads	16,000	1,485	3,761	24%
Total Expenses	956,351	80,053	254,163	27%
EXCESS REV. OVER EXP.	3,147	7,546	(120,361)	
General Checking	\$ 78,513			
Money Market	\$ 314,662			
Certificate of Deposit	\$ 350,674			
RLF Savings	\$ 499,636			
Agency Auto	\$ 58,348			
Equipment Fund	\$ 27,713			
UMVRDC Secretary/Treasurer	Date	UMVRDC Executive Director	Date	

October 2018 Check/ACH Listing

Check#	Check Date	Vendor Name	Check Amount	Description
20327	10/02/2018	Appleton Oil Company, Inc.	71.43	maintenance-van
20328	10/02/2018	CITY OF APPLETON	1,016.67	oct rent
20329	10/02/2018	CULLIGAN WATER CONDITIONING	40.00	cooler rent/water
20330	10/02/2018	DAWSON SENTINEL	209.60	employment ads/PW/Meander
20331	10/02/2018	Farmers & Merchants Insurance Agency	525.50	insurance
20332	10/02/2018	Federated Telephone, Inc	131.16	internet/IT
20333	10/02/2018	Midland Publishing & Printing Co	528.35	lqp fair ad
20334	10/02/2018	Ruth Keller	60.00	office cleaning
20335	10/02/2018	Swift County Monitor-News	206.70	employment ads/PW/Meander
20336	10/02/2018	The Appleton Press	197.10	subscription/empl ad/PW/Meander supplies
20337	10/02/2018	Xerox Corporation	315.28	copier base charge
20338	10/04/2018	BK Bar & Grill, LLC	24,900.00	RLF Loan Closing for Hilltop Bar and Grill
20339	10/04/2018	Swenson, Nelson, & Stulz Trust Account	15,100.00	Loan Closing for Hilltop Bar and Grill
20340	10/04/2018	MN PEIP	3,287.22	Sept health ins
20340	10/04/2018	MN PEIP	5,478.70	Oct health ins
20341	10/19/2018	Mark Bourne	77.24	board meeting
20342	10/19/2018	Jim Dahlvang	77.78	board meeting
20343	10/19/2018	Warren Rau	120.69	board meeting
20344	10/12/2018	Advocate Tribune	223.60	ads
20345	10/12/2018	Argus Leader	631.10	meander
20346	10/12/2018	Bangsund Construction Inc.	17,049.00	322 hill st, clinton
20347	10/12/2018	Big Stone Radio	200.00	meander
20348	10/12/2018	Brookings Register	550.00	meander
20349	10/12/2018	CANBY NEWS	189.00	ads
20350	10/12/2018	Deb Connelly	63.21	meander supplies
20351	10/12/2018	Forum Communications Company	284.85	meander
20352	10/12/2018	Headwaters Media	200.00	meander
20353	10/12/2018	Independent	124.80	meander
20354	10/12/2018	KLQP	257.25	ads
20355	10/12/2018	Minnesota Public Radio	1,280.00	meander
20356	10/12/2018	MN PEIP	5,478.70	nov #757611
20357	10/12/2018	Montevideo Publishing	217.60	ads
20358	10/12/2018	Ortonville Independent	119.00	ads
20358	10/12/2018	Ortonville Independent	112.00	ad
20359	10/12/2018	Outdoor News Publications	171.00	pw ad
20360	10/12/2018	Prairie Five CAC	250.00	913 w 6th st, graceville
20360	10/12/2018	Prairie Five CAC	250.00	510 5th st, graceville
20360	10/12/2018	Prairie Five CAC	250.00	222 2nd st, clinton
20360	10/12/2018	Prairie Five CAC	250.00	613 s westfall st, beardsley
20361	10/12/2018	Scott Thaemlitz	8,250.00	1022 lake ave, graceville
20362	10/12/2018	Sioux City Journal Communications	484.75	meander
20363	10/12/2018	STAR TRIBUNE	1,250.00	meander
20364	10/12/2018	Upper MN River Watershed Dist.	26,313.25	request 6
20365	10/12/2018	Watertown Public Opinion	288.75	meander
20366	10/12/2018	Western Guard	189.00	ads
20367	10/26/2018	Headquarters Bar and Grill, Inc.	90,000.00	RLF Loan Closing Disaster Account
20368	10/25/2018	Bangsund Construction Inc.	14,351.00	324 5th St, clinton
20369	10/25/2018	Chase Card Services	254.38	fuel
20369	10/25/2018	Chase Card Services	179.79	ms-pw gathering
20369	10/25/2018	Chase Card Services	3,013.39	dh-nado exp, conf fee
20369	10/25/2018	Chase Card Services	804.53	kf-ads, meals
20369	10/25/2018	Chase Card Services	7.38	lo-meal
20369	10/25/2018	Chase Card Services	102.24	mm-postage, fees
20369	10/25/2018	Chase Card Services	658.42	kb-dues, travel
20370	10/25/2018	Clara City Herald	96.00	PW ad Meander ad
20371	10/25/2018	KERKHOVEN BANNER	192.00	ads
20372	10/25/2018	Prairie Five CAC	250.00	1022 lake ave, graceville
20372	10/25/2018	Prairie Five CAC	543.00	sept admin
20373	10/25/2018	Region Nine RDC	45.62	godaddy hosting renewal
20374	10/25/2018	Scott Thaemlitz	6,800.00	1022 lake ave, graceville
20375	10/25/2018	Tara Sternfels	1,150.00	meander marketing, mileage
20376	10/25/2018	USABLE Life	22.90	life ins
ACH	10/05/2018	Federated Telephone, Inc	573.26	October Federated telephone bill
ACH	10/01/2018	Delta Dental	483.00	October Dental Insurance
ACH	10/05/2018	MN STATE RETIREMENT SYSTEM	260.00	10/05/18 Staff PR Deferred comp
ACH	10/05/2018	Internal Revenue Service	3,826.90	10/05/18 UMRDC Staff PR taxes
ACH	10/05/2018	State of Minnesota	627.00	10/05/18 Staff State taxes
Direct Deposit	10/05/2018	PSB-Upper MN Valley RDC - Staff PR	12,887.87	Staff Payroll
ACH	10/05/2018	PUBLIC EMPLOYEES RETIREMENT ASSOC	2,722.52	10/05/18 staff PR PERA
ACH	10/05/2018	Further Select Account	1,320.81	10/5/18 staff PR HSA
ACH	10/20/2018	Internal Revenue Service	3,859.02	10/20/18 UMRDC Staff PR taxes
ACH	10/20/2018	State of Minnesota	629.00	10/20/18 Staff State Taxes
ACH	10/20/2018	MN STATE RETIREMENT SYSTEM	460.00	10/20/18 staff PR Deferred comp
ACH	10/20/2018	PUBLIC EMPLOYEES RETIREMENT ASSOC	2,747.70	10/20/2018 staff PR PERA
ACH	10/20/2018	Further Select Account	1,320.81	10/20/18 Staff PR HSA
Direct Deposit	10/20/2018	PSB-Upper MN Valley RDC - Staff PR	12,929.92	Staff Payroll

Direct Deposit	10/20/2018	PSB-Upper MN Valley RDC - Commissioners PR
ACH	10/31/2018	Prairie Sun Bank
ACH	10/20/2018	Internal Revenue Service
ACH	10/31/2018	Further Select Account
ACH	10/31/2018	USPS
ACH	10/04/2018	AFLAC
ACH	10/31/2018	AFLAC

691.31	Commissioners Direct Deposit
28.00	direct deposit fee
99.54	10/20/18 Commissioner PR taxes
12.50	Monthly fee
134.74	PW visitor guide ad sales
81.92	August
81.92	September

\$ 281,518.67 Total Checks/ACH payments

Pass-Thru Payments

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UMVRDC Secretary/Treasurer Date

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UMVRDC Executive Director Date

ACTION MEMO

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

October 2018 Transaction Notes:

- Closed the \$40,000 BK Bar & Grill Original RLF
- Closed the \$90,000 Headquarters Bar & Grill Disaster RLF

ACTION REQUESTED:

To approve the UMVRDC's October 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: \$203,503.86 (*Original RLF*) and \$56,131.72 (*Disaster RLF*).

October 2018 RLF TREASURER'S REPORT

	Terms				Reporting Transactions			
	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Notes	October Payments	Original RLF Balance at 10/31/2018	Disaster RLF Balance at 10/31/2018
1 After Five Supper Club	40,000		5.00%	5	First payment due 11/1/18	\$ -	\$ 40,000.00	
2 Al's Mercantile	50,000		5.00%	10		\$ 538.82	\$ 13,230.84	
3 Anderson TeBeest Funeral Home	69,720		4.50%	7		\$ 970.12	\$ 65,464.89	\$ 65,464.89
4 Barr's/Conroy Electric, Inc.	46,000		4.00%	10		\$ 466.73	\$ 17,685.42	
5 BK Bar & Grill	40,000		5.50%	10	Closed 10/5/18	\$ -	\$ 40,000	
6 Books by Kelly	20,000		5.00%	5		\$ 121.69	\$ 8,086.97	
7 Clara City Foods, Inc	100,000	100,000	4.00%	10		\$ 2,025.90	\$ 78,497.28	\$ 78,497.28
8 Clarkfield Enterprises, Inc	60,000		4.50%	7		\$ 835.01	\$ 53,277.28	
9 Clarkfield Family Foods	28,000		4.00%	10		\$ 284.49	\$ 3,487.66	
10 DoMat's	100,000		4.00%	10		\$ 1,013.45	\$ 82,357.63	
11 Granite Falls Dairy Queen, Inc	100,000		4.00%	10		\$ 1,013.45	\$ 40,607.71	
12 Handeland Chiropractic, LLC	33,000		5.00%	10		\$ 365.66	\$ 8,976.93	
13 Headquarters Bar & Grill	-	90,000	5.50%	10	Closed 10/26/18	\$ -		\$ 90,000.00
14 Jamers 1 Stop		20,000	4.50%	5		\$ 373.86	\$ -	\$ 17,929.48
15 J C & Sons Hardware Inc	70,000		4.00%	10		\$ 709.72	\$ 11,722.50	
16 Kaercher Publications, Inc.	65,520		4.50%	10		\$ 680.04	\$ 27,765.84	
17 KEC of Granite Falls DBA Picht's	50,000		4.00%	10		\$ 507.23	\$ 40,048.48	
18 Lamecker's General Store	25,000		4.00%	5		\$ 461.41	\$ 3,301.02	
19 Lumpy's Inc.	30,000		5.00%	5		\$ 566.14	\$ 25,459.36	
20 Merritt Construction, Inc.	10,000		4.50%	12		\$ 104.64	\$ 4,371.17	
21 Northern Geo, LLC	50,000	100,000	4.00%	10		\$ 1,518.68	\$ 30,261.19	\$ 60,522.37
22 Northern Geo, LLC (2)	60,000	20,000	4.25%	10		\$ 819.50	\$ 51,221.55	\$ 17,073.85
23 Private Industry Council	50,000		4.25%	9.6		\$ 396.39	\$ 6,381.44	
24 R&R Outdoors	11,000		4.00%	10		\$ 31.00	\$ 7,957.20	
25 SEWearable Designs	33,000		4.50%	7		\$ 361.04	\$ 4,883.01	
26 SEWearable Designs (2)	27,250		4.50%	10		\$ 282.41	\$ 23,668.37	
27 SpecSys Inc.	50,000		4.00%	10		\$ 507.23	\$ 6,122.43	
28 Swift Falls Bar & Grill	22,500		4.00%	10		\$ 228.80	\$ 2,725.11	
29 The Dryer Doctors	34,000		4.50%	10		\$ 353.27	\$ 30,780.73	
30 The Sawmill	50,000		4.00%	10		\$ 203.81	\$ 25,380.82	
31 Trish's Catering	38,000		4.25%	10		\$ 390.26	\$ 33,886.98	
32 Western Consolidated Cooperative	100,000	100,000	4.25%	10		\$ 2,049.75	\$ 91,690.44	\$ 91,690.44
	1,462,990	330,000				\$ 18,180.50	\$ 879,300.25	\$ 421,178.31

Balance of Bank Accounts			
Total Original RLF Funds:	1,222,804.11	Total Disaster RLF Funds:	577,310.03
Previous month's bank balance	367,122.38	Previous month's Bank Balance	240,510.37
Loan Repayment	14,551.50	Loan Repayment	3,629.00
Loan Disbursement	(40,000.00)	Loan Disbursement	(90,000.00)
October '18 - Bank Interest	146.98	October'18 Bank Interest	94.35
Admin Transfer -	-	Admin Transfer	-
Origination or Loan Payoff Fees	1,683.00	Origination or Loan Payoff Fees -	1,898.00
Bank Account Balance at 10/31/2018	343,503.86	Bank Account Balance 10/31/2018	156,131.72
Committed-Swift Machine	(100,000.00)	Committed-Swift Machine	(100,000.00)
Committed-Appleton Power	(40,000.00)		-
Balance available for lending	\$ 203,503.86	Balance available for lending	\$ 56,131.72

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

Date

Date

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Economic Development Specialist

DATE: November 27, 2018

RE: Lac qui Parle County RLF Administration Contract

Lac qui Parle County has requested assistance with administration of their acquired USDA, Revolving Loan Fund. The RLF is currently being administered through the UMRDC, and this will allow for continued streamlined servicing and reporting.

The rate of the contract will be invoiced at \$80 per hour and additional charges such as postage, copies, mileage, annual software subscriptions, legal fees, etc. Staff for the contract will be Laura Ostlie.

ACTION REQUESTED:

Approve and authorize the Executive Director's to sign the contract agreement with Lac qui Parle County to administer their revolving loan fund.

Encl.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and
LAC QUI PARLE COUNTY
FY19-11

This Contract for Services, made this 19th day of November 2018, is by and between the COUNTY OF LAC QUI PARLE, MINNESOTA, hereinafter referred to as the COUNTY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMRDC.

The purpose of the Contract is to provide a mutual understanding concerning the services to be rendered to the COUNTY by the UMRDC.

SECTION I. DESCRIPTION OF UMRDC SERVICES

- A. Serve as the primary contact for USDA in the establishment and ongoing administration of the loan fund.
- B. Complete all required quarterly and annual USDA reporting
- C. Coordinate, discuss, and evaluate applications with potential borrowers
- D. Maintain secure electronic loan files
- E. Complete the following for the COUNTY appointed board meetings:
 - a. Prepare and provide loan review packet prior to meeting
 - b. Present loan packet to board
 - c. Supply RLF loan activity summary and treasurer's report
- F. Coordinate the legal and administrative activities required for loan closings, including completing all loan fund disbursement requests to USDA
- G. Provide loan portfolio monitoring which consists of collecting and managing current documentation for loans including:

- a. Insurance
 - b. UCC filings
 - c. Property taxes
 - d. Request of annual financial statements
- H. Tracking of payments
- a. Posting payments into loan software
 - b. Provide borrowers with year-end financial documentation
 - c. Facilitate the initiation of ACH payments into COUNTY'S bank account

SECTION II. DESCRIPTION OF COUNTY'S RESPONSIBILITIES

The COUNTY agrees to:

- A. Acknowledge that providing these services does not guarantee that the RLF will not experience loan defaults or unrecoverable losses.
- B. Appoint a primary contact for this project. That person is
 - Name/Title:
 - Phone:
 - Email:
- C. Provide the UMVRDC with documents as requested for the establishment and maintenance of the loan fund
- D. Establish bank account for loan fund and manage all bank transactions
- E. Approve or deny all loan requests
- F. Maintain secured master loan files
- G. Provide the UMVRDC with documentation as needed to properly manage the loan fund including but not limited to the following:
 - a. Monthly bank statements
 - b. ACH notifications
 - c. A check for any approved loan prior to the scheduled closing
- H. Pay for all direct costs including but not limited to:
 - a. mileage
 - b. copies
 - c. annual accounting software subscription
 - d. postage
 - e. legal fees
- I. Compensate the UMVRDC in accordance with Section IV of this Contract

SECTION III. CONTRACT PERIOD

- A. This Contract is effective from January 1, 2019 to December 31, 2019. This Contract may be renewed annually.
- B. The Contract may be amended upon approval by both the UMRDC and the COUNTY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMRDC will be compensated by December 31, 2019 for the annual accounting software subscription of \$400
- B. The UMRDC will be compensated \$80/hr for services provided in Section I of this Contract.
- C. The UMRDC will provide the COUNTY with an invoice and summary of services on a semiannual basis, June 30, and December 31st.

SECTION V. GENERAL PROVISIONS

- A. Changes in UMRDC Services
In the event the COUNTY requests additional service from that described in the Section I, and such services are to be completed by the UMRDC, the UMRDC shall be entitled to additional compensation as agreed to by both the UMRDC and CITY. The Contract shall be amended, or a new contract shall be created to reflect additional services and compensation.
- B. Hold Harmless
The County agrees to defend, indemnify and hold UMRDC, its employees and officials harmless from any claims, demands, action, or causes of action, including reasonable attorney fees and expenses arising out of any act or omission on the part of the COUNTY, its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the vendor or the subcontractors, partners or independent contractors or any of their agents or employees under the agreement.
- C. Termination
This agreement may be terminated with or without cause by either the UMRDC or COUNTY upon fourteen (14) days prior written notice.

In the event of termination, the COUNTY shall be obligated to the UMRDC

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 UMRDC and COUNTY, 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 UMRDC and COUNTY hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

EXECUTIVE DIRECTOR
Upper Minnesota Valley
Regional Development Commission

Authorized Official

Title: _____

Date: _____

Date: _____

Date of UMRDC Board Approval

Authorized Official

Title: _____

Date: _____