Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper
323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

BOARD MEETING AGENDA
Upper MN Valley Regional Development Commission
May 28, 2019 - 6:30 PM

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

1. **Action Items**
   a. Loan Advisory Board Recommendations

2. **Information Items**
   a. Planner Update
   b. Executive Director Update
   c. RLF Update
   d. EDA Performance Evaluation Report

3. **Discussion Items**
   a. Annual Meeting

4. **Consent Agenda Items**
   a. Minutes from April 2019
   b. April 2019 Treasurer's Report and Board Payment Listings
   c. RLF Treasurer's Report
   d. May 15th Board of Director's Meeting Minutes
   e. MnDOT Transportation Planning Grant
   f. SWIF Childcare Case Studies Grant
   g. Prairie Waters 2020 Funding Request

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:
Citizen Comments:
Adjournment:

Next Meeting: BHAGs @5pm
Tuesday, June 25th

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

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Economic Development Specialist

DATE: May 28, 2019

RE: RLF Loan Advisory Board Recommendation

Krave Wellness Studio Loan Request

On May 11th, the RLF Advisory Board made a recommendation to approve a $26,000 loan request by Krystle Drietz to purchase the Fit & Glo Fitness Center location in Canby, MN. Krave Wellness Studio will be a 24-hour fitness and wellness facility offering a variety of classes.

With this loan financing, the UMVRDC would have a 2nd position on the real estate and 2nd position blanket UCC, all behind Bremer. This project will create two jobs along with house independent contracted employees.

Action Requested:

Approve the RLF Advisory Board Recommendation of a $26,000 loan at 5% for 5 years from the UMVRDC Original RLF, contingent on Bremer Bank's final approval.

SEWearable Designs Loan Modification Request

The RLF Advisory Board made a recommendation to approve a loan modification to allow Cari Weeding to buyout her partners Renaee Schreck and Leslie Ehrenberg from the business. The modification would not change the terms of the loan that was closed in Februrary of 2017, only remove the two entities from the loan obligations.

Action Requested:

Approve the RLF Advisory Board Recommendation to modify the SEWearable Designs loan with the UMVRDC.

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Kirk Bustrom, Laura Ostlie, Chad Kingstrom, Matt Moe, Jordan Hulscher

DATE: May 28, 2019

RE: **Planner Update**

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

CONTRACTS:

Benson Technical Assistance - Melissa, Kirk, and Laura
Strategic planning meetings took place May 2-4th. RDC staff are currently working with city staff on developing action plans based on the priorities put into place during the three-day work session. Laura attended the American Dairy Products Institute May 5th-8th in Chicago and represented the city during the expo portion of the conference. Two revolving loan fund applications were received during the last, one of which has already closed. The second application is being reviewed and RDC staff are working with the applicant to gather the remaining documentation. Staff also updated the fire contracts map for the city along with attended a review session on a draft purchase agreement with Brightmark Energy.

Dawson MNHS project – Kristi
Dawson has completed their Conditions Assessment for the Dawson Armory and Community Building. A final report will be completed and we are looking to determine what the next grant will be to the Minnesota Historical Society (MNHS) for this historic building.

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 have been completed and will reconvene in upcoming months upon FEMA review. The UMD Geospatial Analysis Center completed subcontracted work on related GIS mapping and Level 2 HAZUS Flood Analysis. RDC staff completed all related GIS mapping requirements. Final plan update edits are complete. The HSEM/FEMA review and approval process has been initiated. Review and acceptance will take place upon direction of County EM's before final county approval.

Madison Arts Council - Kristi
Madison did not the $25,000 grant from the Southwest MN Arts Council to work on their identified public art project with Tim Adams. The plan is to resubmit the grant in July with the hopes of receiving funding and doing the project this fall. In the meantime, the group will meet on their own to work on fundraising.

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. Phase 2 will upgrade the campground and

add a nature-based playground. Granite Falls recently renewed an ongoing contract for the UMVRDC to continue to work with Memorial Park. The next decisions are what the next funding request might look like and to refresh the master plan as new decisions are made at the park.

Milan/Watson SCDP – Kristi
Milan and Watson are working together on a SCDP grant. We submitted a grant at the end of Feb for 14 owner occupied, 16 units for Multi-family and 4 commercial units for a total of $784,000. We are currently waiting to hear from DEED if the grant was successful.

Canby SCDP Application– Kirk
RDC staff worked with the City of Canby to complete the SCDP application to rehab 17 owner occupied units and 12 commercial units. We are currently waiting to hear from DEED if the grant was successful.

Montevideo Arts Project (MAP) - Kristi
MAP hosted a community meeting on May 17th with the artist to get artwork from the community for the staircase mural.

Maynard Museum - Kristi
We wrote a grant for Maynard to do a Conditions Assessment on their historical bank building that now currently houses the museum. We will hear about this grant at the end of May.

Lac qui Parle County Park - Kristi
Lac qui Parle County Park plans to do a funding request in July for their county park. Kristi has been meeting with the county park board and toured the park to determine the next steps.

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' benefitting from the grant that will span through September 2020. Currently on the owner-occupied side of the project, 19 projects are currently completed or in the process. As for commercial, three projects have been closed, two have been completed and two are out for bids, and two are working on getting scopes of work completed. Progress reports have been submitted to DEED.

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. Applications have been taken for all three activities by Prairie Five staff

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. DEED preapproved the public infrastructure scope of work. Applications have been received for the commercial and owner occupied activities by Prairie Five staff.

Clinton, Graceville and Beardsley SDCP – Laura
While reporting on December numbers, there is 19 completed owner-occupied rehab projects. As for commercial, there has been five completed projects so far. The grant runs through

September 2019. Progress reports have been submitted to DEED and RDC staff are waiting for DEED to schedule the required audit.

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.

Kerkhoven Comprehensive Plan – Kristi
The Kerkhoven steering committee met in April to review the survey results and work on the economic development portion of their comprehensive plan.

Dawson EDA RLF Plan - Kirk
The UMVRDC has been asked to consult with the Dawson EDA on development and preparation of a framework, timeline and budgeted funding structure for a Revolving Loan Fund Plan and presentation to the Dawson City Council. Upon approval of the Council, UMVRDC would then coordinate, author and submit a Rural Business Development Grant (RBDG) application proposal to the USDA in the next funding cycle. The Dawson City Council approved the contract at their meeting April 5th. This contract is for a total of $5,500. $1,500 payable upon execution of contract for staff time plus mileage and supplies to help with coordination, preparation and submittal of a plan and the remaining $4,000 upon approval of the City Council for submittal of a RBDG application to the USDA.

Granite Falls Marr Project Opportunity Fund Plan / OZ Challenge - Kirk
The UMVRDC has been asked to author an Opportunity Zone Project Plan for redevelopment of the former Marr Building in Granite Falls and submit the plan on behalf of the Granite Falls EDA to the Community Exchange 2019 Minnesota Opportunity Zone Challenge. The Challenge is intended to foster community engagement, identification and prioritization of the most actionable and impactful projects in Minnesota communities with certified Opportunity Zones and result in actual projects that can utilize MNvest for funding. The deadline for submittal of project plans was originally April 30, but subsequently pushed back by the Challenge organizers to June 30th. This contract is for $2,920 for staff time plus mileage and supplies to help with coordination, preparation and submittal of a project plan. An initial plan draft has been completed and staff are working with the GF EDA and developer representatives to review and further strengthen the plan prior to the June 30th submittal.

PROGRAM UPDATES:

Federal EDA Planning Grant – Kirk
A number of required plans and reports required as special award conditions pursuant to UMVRDC's 3-year planning grant were submitted in April. Required Progress Report(s) on UMVRDC's planning grant scope of work and CEDS for the period ending March 31st were completed and submitted along with related financial reporting requirements. The UMVRDC received a satisfactory EDA Performance Evaluation Report pursuant to the EDD Performance Evaluation completed last March and detailed in this month's informational memo.

Meander – Kristi
Currently, we are finishing the Meander 2019 brochure to get to the printer. We continue to work on sponsorships. We plan to ask the counties to give $1,000 each next year for Meander and will send a letter in June to ask to be added to the budget at that amount.

MN River Valley National Scenic Byway - Kristi
The byway continues to work on membership. We have not heard yet about the grant we submitted to the Minnesota Historical Society for a tear map project. We plan to send counties membership requests in June this year for 2020.

Prairie Waters Regional Marketing/Get Rural – Melissa
Guides were delivered to the UMVRDC office in May and we have started distribution. The Prairie Waters board met in May and determined to have the annual meeting held in Canby this year. Each year we choose a new county and this year if it Yellow Medicine County's turn. Details are being worked on. Pay requests will be sent to cities and counties in June this year asking for funding for 2020. The Prairie Waters board decided on a 2% increase in the funding requests.

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 Chad
We are working on the MnDOT contract for the next two years which is in this packet. Both Kristi and Chad are attending the SRTS training and MNDOT transportaion planners meeting in May.

CONTRACT DEVELOPMENT:

Regional Transportation Coordinating Councils (RTCC) – Kristi and Dawn
The grant for RTCC was submitted in March with Prairie Five. We have not yet heard if the grant was successful.

Active contracts	**Anticipated Completion**
Benson SCDP	September 2020
Clinton SCDP	September 2019
Granite Falls SCDP	September 2021
Clarkfield SCDP	September 2021
Yellow Medicine Housing Assessment – Canby	May 2019
Montevideo Arts Project	June 2019
Madison Art Project	June 2019
Maynard Museum	June 2019
Granite Falls Memorial Park TA	June 2019
LQP County Hazard Mitigation	May 2020
Swift County Hazard Mitigation	May 2020
Appleton RLF Administration	Ongoing
Canby SCDP Application	June 2019
Lac qui Parle County RLF Administration	December 2019
Dawson EDA RLF Plan	October 2019
Granite Falls Marr Project Opportunity Fund Plan	April 2019

INFORMATIONAL ONLY- No Action requested

#2b

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: May 28, 2019

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 some additional onboarding process for our community development specialist, Chad Kingstrom. Chad will be working a few weeks at a time until June 17 when he will start full time.
- I continue to fill in on transportation work until Chad begins full time. I will be mentoring him with transportation throughout his first year since no other staff has the transportation background in our office. In the last month this included organizing the RDC's Annual Workplan.
- Spent the biggest portions of my time on calls, meetings and homework for both the agency strategic planning process and the staff design process.
- Matt and I spent time reviewing current budget and projecting the budget for next year. We will meet with the Budget Committee on May 15.
- Spent some additional time trying to complete the file server prototype review and had a staff webinar with our consultant.
- Attended a LYFT Pathways advisory meeting and reviewed 2 LYFT grant applications. https://www.lyftpathways.org/
- I plan to take some time off to prepare for my daughters graduation and open house on May 26.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Economic Development Specialist

DATE: May 28, 2019

RE: RLF Update

LOAN STATUS REPORT

DEFAULTS (90days+)
None

DELINQUENT (less than 90 days)
None

DEFERRED PAYMENTS
None

PAID IN FULL
Lameckers General Store- Business paid off loan in full on May 16th.

LOANS APPROVED BUT NOT DISBURSED
GoFasters- $100,000 loan approved, split between the Original and Disaster RLF's at the March 26th Board of Commissioners meeting is scheduled to close on May 31st.

NEW LOANS
None

OTHER
Kaercher Publications- Received a request for a pay off amount. Borrowers are expected to payoff remaining loan within the next week.

INFORMATIONAL ONLY- No Action requested

#2d

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kirk Bustrom, Senior Planner

DATE: May 28, 2019

RE: EDA Performance Evaluation Report

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 participated in a 3-year EDD review on March 22nd, 2018 and received the following satisfactory EDD Performance Evaluation Report.

INFORMATIONAL ONLY- No Action requested

U.S. DEPARTMENT OF COMMERCE
Economic Development Administration
CHICAGO REGIONAL OFFICE
230 SOUTH DEARBORN ST., SUITE 3280
CHICAGO, ILLINOIS 60604-1512

APR 2 6 2019

Dawn Hegland
Executive Director
Upper Minnesota Valley Regional Development Commission
323 W. Schlieman Ave.
Appleton, MN 56208-1299

Dear Ms. Hegland:

Thank you for participating in the Performance Evaluation conducted on March 22, 2018. EDA appreciated the opportunity to review your economic development partnership planning program.

We are pleased to inform you that EDA's review of your economic development partnership planning program aligns with the regulatory and programmatic requirements. The priorities and focuses outlined within your organization will assist communities in your region with their economic development endeavors.

Please find enclosed a copy of the Performance Evaluation Report. We greatly appreciate the work of the Upper Minnesota Valley Regional Development Commission's Board and Staff. EDA looks forward to continuing to work with you to help support the economic development goals and priorities discussed during your performance evaluation.

Sincerely,

Pamela Smith

Pamela Smith
Administrative Director

Partnership Planning Grant Recipient
Performance Evaluation Questionnaire/Report
Economic Development District

PARTNERSHIP PLANNING RECIPIENT: Upper Minnesota Valley Regional Development Commission

EVALUATION DATE: March 22, 2018

RECIPIENT PARTICIPANTS: Dawn Hegland, Executive Director

- Kirk Bustrom, Senior Planner
- Brent Olsen, County Commissioner, Board Member
- Gary Johnson, Board Chair
- Scott Marquardt, SW Initiative Foundation

PEER EVALUATOR: Robert Voss, Executive Director, East Central Regional Development Commission, MN

EDA PARTICIPANTS:

- Darrin Fleener, EDR
- Pat Overall
- Michelle Velazquez

Overview

This performance evaluation is intended to reflect an analysis and evaluation of the EDD's economic development program accomplishments based on a combination of:

- Review of Partnership Planning project file, deliverables, most recent CEDS document and other requested documents (30 days prior to evaluation)
- Interviews with EDD staff and EDD board members
- Interviews with other key professionals and leadership in the EDD region
- Collaboration with the EDA and other EDA staff

The criteria in each of the following evaluation sections are examples of the types of factors to consider in making findings and arriving at the rating. These should be based on the review of the partnership planning project file, deliverables, the CEDS and the interviews conducted. The recommendations derived from the performance evaluations should be specific and cover desirable actions by EDA and the EDD organization/grant recipient.

The ratings are:
5 – Outstanding
4 – Commendable
3 – Fully Successful
2 – Marginal
1 – Unsatisfactory

I. Effectiveness of the Executive Director

1. Promotion of economic development activities in the EDD region.
2. Knowledge of EDD's goals and objectives and the strengths and weaknesses of the economy of the region.
3. Knowledge of state and national economic development policies and programs affecting economic development in the EDD region.
4. Management of economic development staff, work program and EDA Partnership Planning funds.
5. Relationship with EDD board, CEDS committee and other economic development organizations.
6. Knowledge of the programs, representatives of the programs and how to make those services and programs work in the best interest of the region.
7. Confident in knowledge of economic development issues for the region and the state.
8. Effective and successful implementation of the EDA work program and the Partnership Planning grant funds.
9. Relationship with representatives of other economic development institutions within the region and state.

Comments: The Executive Director, Dawn Hegland has been in the position over nine years and with the EDD over 24 years. She has the knowledge and experience in leading the EDD as a successful organization. Ms. Hegland has a very good understanding of what needs to be accomplished for the EDD to implement the EDA partnership program. She has a strong knowledge of the economy of the region and how it fits into the state, national and global economy. She has been effective in the successful implementation of the EDA work program and the Partnership Planning grant funds.

Rating: 4.0

II. Capabilities and Performance of the Partnership Planning Grant Staff

1. Knowledge of EDD goals and objectives and the strengths and weaknesses of the economy of the region.
2. Implementation of partnership planning grant work program.
3. Preparation and updating of the CEDS.
4. Work with EDD board and the CEDS committee.
5. Monitoring of specific economic development projects.
6. Ability to develop and package projects.

Comments: The EDD staff has the capacity to ensure the CEDS process and implementation efforts are successful. There is a total of nine staff members of which five are involved with the economic development activities of the organization. The Senior Planner is the primary staff person responsible for implementing the EDA planning grant with other staff playing a supporting role in the economic development activities of the organization. The executive director attends all board meetings and the staff members attend meetings when they are presenting a variety of reports/updates to keep the Board informed. Communities in the EDD are satisfied with the staff's ability in providing technical assistance, project implementation and collaborating with partners within the region.

Rating: ____3.5_____

1. Role of EDD board in setting economic development policy and in developing CEDS.
2. Attendance of EDD board members at board meetings.
3. EDD board cooperation and relationship to EDD staff on economic development activities.
4. Board membership consists of adequate representation for the economic interests of the region.
5. EDD board adequately communicates activities to constituents.
6. Board members represent areas that actively participate in the EDD and/or financially contribute toward the support of the EDD.

Comments: There are 22 representatives on the governing board and 6 representatives on the Executive Committee. The full board meets on a monthly basis and the meetings are well attended. The Executive Committee meets twice a year in May and January and additional meetings are scheduled ad-hoc. The EDD membership is set by State Statue including a tax levy which is used as local match. Attendance at the board meetings are good with only one or two missing. The executive director states that in her 24 years there has always been quorum. There are established procedures to ensure the Board is fully aware of what activities the district staff is conducting and that the performance of the Executive Director is acceptable. The governing board is very good at communicating the economic development activities of the region and is knowledgeable about the CEDS process.

Rating: ____3.5_____

IV. CEDS Preparation, Quality and Implementation

1. CEDS and Annual CEDS reports are presented with adequate content, substance and presentation.
2. CEDS and Annual CEDS reports are submitted in a timely manner.
3. EDD has developed and maintained an acceptable CEDS process.
4. Involvement of appropriate organizations, groups and individuals.
5. Relationship of CEDS to EDD economic development project implementation.

Comments: The CEDS process is being conducted along with goals and objectives being implemented. The organization staff does a good job working with various groups to ensure that the economic development activities and the projects listed in the CEDS document are being completed. The CEDS aligns with the State-wide strategy plan to ensure that the goals and objectives of the region fit into the goals and objectives of the state's economic development priorities. The CEDs steering committee includes members representing planning, housing redevelopment and planning which is an economic development related issue in the region. The CEDS encompasses the region's economic clusters of agricultural crops and livestock, value-added agriculture, food processing, agricultural equipment, tourism and health care. The CEDS is reviewed and formally adopted by the governing board. Some of the issues related to economic development in the region are lack of workers and housing.

Rating: ___3.5_____

V. Appropriateness of Work Program and Quality of Work under Partnership Planning Grant

1. Relationship of work program to CEDS and to EDD goals and problems.
2. Activities performed and accomplishments of the EDD adhere to or exceed the requirements of the work program based on progress and annual reports and other available information.
3. EDD has complied with terms and conditions of the grant award.
4. Deliverables are presented with adequate content, substance and presentation.
5. Deliverables are submitted in a timely manner.
6. GPRA reports are submitted in a timely manner.

Comments: The Executive Director and EDD staff ensure the partnership planning grant Scope of Work is being implemented in accordance with the grant award. The Senior Planner spends a majority of his time on the EDA planning grant and ensures the Scope of Work is being completed along with the deliverables due per the Special Conditions of the Grant Award.

Rating: ___3.5_____

VI. EDD Impact

1. The work performed by the EDD contributes to the creation and retention of jobs and private sector investment in the region.
2. The EDD has submitted EDAP, STP and LTA applications to EDA for funding.
3. The EDD is perceived by economic development professionals and other business leaders as contributing to the region's economy.
4. The EDD has involvement and coordination of appropriate public and private organizations and individuals in economic development efforts.
5. The economic development activities of the EDD posted on a website, newsletter or other means of communication.
6. The management structure is sound.

Comments: The Executive Director is leading the organization's economic development agenda. The full Board is fully aware of their organization's strengths and work with staff to ensure the EDD has an impact on the regional economy. The staff completes the economic development activities of the CEDS, assists communities in the region with implementing transportation, economic development, broadband technology, community development, tourism and hazard mitigation planning projects. Because of the very rural nature of the region, tourism and recreation activities are used as a marketing piece to attract workers. Some of the big issues are affordable housing, lack of transit, child care and broadband. Communities in the region are satisfied with the services provided by the EDD.

Rating: _____3.5_____

VII. Financial Management

1. Audits demonstrate sound financial control procedures.
2. Financial reporting is timely.
3. Audits are prepared in accordance with terms and conditions of the Partnership Planning grant.

Comments: The EDD has financial management procedures in place to ensure the organization is running in an efficient and effective manner. Revenue comes from tax levies, grants and contracts. The executive director and finance committee develops budget before the annual Board and Personnel & Budget Committee meets and approve it.

Rating: _____3.0_____

VIII. Structure and Organization

1. The EDD organization has regularly scheduled staff meetings.
2. The EDD organization has regularly scheduled Executive Committee meetings.
3. The EDD organization is involved in regularly scheduled regional economic development meetings.
4. The EDD organization has regularly scheduled Full Governing Board meetings.
5. The EDD organization adequately encourages and fosters public participation.
6. The EDD organization has a website with the most recent CEDS and other current information.
7. The EDD organization has a process on which to evaluate the Executive Director on an annual basis.
8. The EDD organization regularly trains staff.
9. The EDD organization has adequately experienced staff to perform the work needed.

Comments: The board has implemented procedures to ensure the Executive Director is performing in a successful manner and the Executive Director has implemented procedures to ensure staff is performing in a successful manner. The staff has an opportunity to receive training when desired. The Executive Director and staff prepare reports and present these reports to the board at their regularly scheduled meetings. The website is up to date and is very useful in informing the public about the various activities of the organization. The Board meeting packets, annual reports, newsletters and the most recent audit are available on the website. Additional outreach includes email blasts, newsletters, attending local meetings and social media to communicate the various activities of the organization.

Rating: 3.5

SUMMARY EVALUATION RATING: 3.5

COMMENTS/RECOMMENDATIONS: None

CORRECTIVE ACTION REQUIRED: None

#3a

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: May 28, 2019

RE: Annual Meeting

It is time to start planning our annual meeting and tour. I believe the tour prior to the meeting is a valuable tool in showcasing the work of the RDC both to the Commission and to staff. In the past we have invited the local officials from the communities we are visiting as well as area legislators.

Staff will develop more details and bring a draft agenda to you for the June meeting but first want to confirm if we should plan a ½ day or a full day tour.

ACTION REQUESTED

Confirm if we should plan a ½ day or a full day tour for our July 23rd annual meeting.

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission
Appleton Civic Center
April 23, 2019

Board Members Present:	Jeff Olson, Warren Rau, Diane Kepner, Jim Dahlvang, Gary Johnson, Gene Bies, Jim Schmaedeka, Mark Bourne, Windy Block, Jay Backer, Gary Hendrickx, Roy Marihart, Brett Buer, Bill McGeary Carrie Bendix, Lucas Olson, Jim Curtiss, Chuck Swanson
Board Members Absent:	Chad Hoppe, Dawn Regnier, Gene Stengel, Rusty Dimberg
Guests:	none
Staff Present:	Dawn Hegland, Laura Ostlie, Chad Kingstrom, Kirk Bustrom, Jordan Hulscher, Kristi Fernholz, Matt Moe, Jackie Sigdahl

Call to Order

The meeting was called to order at approximately 6:37pm.
Pledge of Allegiance conducted.
Introductions made. New board members - Jim Curtiss & Chuck Swanson

Approve Agenda/Additions

M/S/P – Mark Bourne, Jay Backer made motion to approve the agenda as presented.

Round Robin Discussion:

- *Gary Hendrickx, Swift County*: A citizen group is being created to re-evaluate the jail/human services/attorney building in Benson – project on 2-month hold. Swift County Benson Hospital voted to move to Carris Health. County attorney upset about turnover, a pay study will be done. Negotiations to begin soon.
- *Jay, Big Stone County*: General Dollar will be coming to Graceville. Headquarters has reopened.
- *Gary Johnson, Yellow Medicine County*: Pay equity/market study showed 13-20% low, will implement non-union adjustments/increases. Hired DDA to assist in maintenance plan. Pre-bid meeting held for demo of Clarkfield school 10-15 bidders. Discussion has been held on widening of shoulders on Hwy 59 – hoping to get federal dollars.
- *Rusty, Big Stone County Townships*: absent
- *Brett, Dawson/Boyd Schools*: A new superintendent has been hired will start July 1st. Locked in on bonds at 3-4% on new referendum.
- *James, Chippewa County Townships*: Dealing with road issues caused by flooding.
- *Jim, Chippewa County*: The hospital purchased the Coburn's building for a health center. Bridge projects in Clara City, Montevideo and Milan will be causing detours.
- *Mark, LqP County Townships*: Repairing roads from flooding.
- *Jeff, LqP County Municipalities*: Poor road conditions. Street project to begin.

- *Warren, Swift County Townships*: Appleton Area Health Services will collaborate with Prairie Lakes for purchasing & legal issues. Dealing with barricaded roads after last storm.
- *Roy, LqP County:* Continuing to fix roads – many are done. Kristi Fernholz is working on grants for LqP County Park.
- *Gene Stengel, Yellow Medicine County Townships:* absent
- *Windy, City Administrator:* Hired a care center administrator and director of nursing at Care Center. The 2018 audit went well. Rehab of water treatment plan will be $1.6 million. $50,000 in expenses for downtown loan program for flood damage control.
- *Diane, Prairie Five CAC, Inc*.: passed
- *Gene Bies, Yellow Medicine County Municipalities***:** Infrastructure project has restarted. City losing 600 trees.
- *Bill McGeary, Benson Schools:* Demo of old auditorium & junior high building has started, pool has been filled in for gym space. Opening bids for remainder of project. Childcare center is full with waiting list. Negotiations with city & civic center board.
- *Lucas Olson, Swift County Municipalities:* Dealing with water issues. Levy discussion for one side of golf course with homeowners. $4million grant for road repair and utilities along gravel road off railroad tracks that's used as alternate route.
- *Dawn R, MnWest Community & Technical College:* absent
- *Carrie, Private Industry Council:* New name "Career Force" will be officially launched later. Update on Youth Career Navigator program.
- *Chad, Big Stone County Municipalities:* absent
- *Jim C, Chippewa County Municipalities:* Health center going into the Coburn's building. Applications being accepted for city administrator and police chief. Steve Jones has been hired to work on completion of levy for flood control.
- *Chuck, Upper Sioux Community:* Casino expansion will be completed May 16th. The HRA bought apartments in Granite Falls to rehab. A 16-unit elder complex being developed.
- *Dawn, UMVRDC:* A strategic planning meeting will be held at 4:30, Monday 29th.
- *Jackie, UMVRDC:* Resource information from Dawn R. was handed out.
- *Matt, UMVRDC:* May 15th at 6pm will be the budget meeting of the BOD.

1. <u>Action Items</u>

a. Hedgehog Request for Lac qui Parle County

Lac qui Parle County is requesting technical assistance for grant writing for the county park. The total cost is will be $7400 and they are requesting $3700 from the Hedgehog program.

M/S/P – Jeff Olson, Gary Hendrickx made motion to fully fund the application request of $3700 from the Hedgehog Fund for the Lac qui Parle County Park.

2. **<u>Information Items</u>**

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.

3. Discussion Items

a. BHAG Recap

Marketing

Roy Marihart gave update. Review of the FY19 accomplishments were made and discussed. We continue to maintain a presence with weekly posts on the website and Facebook, as well as communication with methods such as press releases, e-blasts, quarterly newsletter, and Constant Contact. Review of the outreach to our local units of government continue with meetings and visits. Case studies are ongoing. Newly elected official packets were mailed out – 40+ throughout region. Annual meeting location discussion will take place soon. The RLF brochure has been updated and other marketing materials were handed out and reviewed. Review of the google analytics was made. A social media campaign is taking place which highlights a different county and/or city each week. A change will be made with how and what measurements will look like in the future with the new strategic planning process that is taking place.

Community Development

Warren Rau gave update. Looking ahead at strategic planning. Always working to increase relationships with all local units of government (LUG) via surveys, phone, email and in-person visits. Staff continue to work towards meeting with city councils and staff as well as the counties – 10 city councils meetings have been attended as well as all 5 county boards. Staff continue to develop and strengthen relationships with outside organizations and partners. Hosted workshops for housing and LYFT. Continue to be a driver in developing regional programming, planning and platforms to any new issue or need that comes up in the region. Continue engaging with schools in areas of SRTS and LYFT. Continue to develop case studies. Continue to develop and work with local LUGs in the areas of fire grants, comp planning, community arts, opportunity zone program, housing, RLF and others as the needs arises.

Stewardship

Jim Dahlvang gave update. Accomplishments were reviewed. Happy to report the board has all vacancies filled. Re-orientation with board will be continued annually. Looking ahead to changes with the strategic planning process, a subcommittee has been formed. Staff presentations will be ongoing. Continuation of outside presentations will continue to take place on topics of interests or requests. The round robin will continue since most find this piece very valuable. The Board of Director's will continue to meet for special things such as budget and personnel issues – budget meeting will take place in May. Meeting evaluations will be encouraged after each meeting. The longevity of "special interest groups" is helpful since it takes time to become acclimated to "what the RDC does". Attendance will continue to be monitored.

4. Consent Agenda Items

a. Minutes from March 2019
b. March 2019 Treasurer's Report and Board Payment Listings
c. RLF Treasurer's Report
d. Appleton RLF Administration Contract
e. Granite Falls Memorial Park
f. Lac qui Parle County Park

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

- Approval of the minutes from March 2019
- Approval of the March 2019 Treasurer's Report and Board Payment Listings 20541-20587 and all ACHs totaling $98,418.44
- Approval of the RLF Treasurer's Report
- Authorization to sign the contract agreement with the City of Appleton to administer their revolving loan fund
- Approve and authorize signature on the contract with the City of Granite Falls for technical assistance for Memorial Park
- Authorization to sign the technical assistance agreement with Lac qui Parle County for the Lac qui Parle County Park

Adjournment

A motion by Jay Backer, Warren Rau for adjournment was made at 7:35pm. Meeting ended.

APPROVED BY:

_____
Board Representative
Title

PREPARED BY:

_____
Jackie Sigdahl
UMVRDC Administrative Assistant

#4b

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Matt Moe, Finance Officer

DATE: May 28, 2019

RE: April 2019 Treasurer's Reports & Payment Listing

Attached is the treasurer's report for April 2019. 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 April 2019.

As the fiscal year gets closer, I will be doing a budget revision to more accurately reflect the year end.

ACTION REQUESTED:
For the Commission to approve the April 2019 Treasurer's Report, and Board Payment Listing with all checks (check # 20588–20612) and all ACH transactions.

April

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION

REVENUE & EXPENSE REPORT

	FY19 Budget	Current April	YR-To-DT April	Percent of Budget
Agency Revenues				
Interest	3,500	147	5,790	165%
Levy	318,000		147,459	46%
			-	
Potential HH Grants $20,000 - will reduce levy as awarded	-		-	
Canby SCDP Grant ap	(5,000)		(5,000)	
Dawson Library ap	(2,150)		(2,150)	
Granite Falls Redevelopment grant ap	(1,250)		(1,250)	
Kerkhoven Comp Plan	(5,000)		(5,000)	
Milan / Watson SCDP grant ap	(1,500)		(1,500)	
MACCRAY Safe Routes ap	(750)		(750)	
			-	
Match Fiscal Year 19 - will reduce as matched to contracts below			-	
Prairie Waters	(20,000)		(20,000)	
Transportation	(13,235)		(13,235)	
RLF	(10,000)		(10,000)	
Potential grant match	(5,000)		-	
			-	
Miscellaneous	5,000		1,908	38%
			-	
Agency Equipment Designated funds	13,983		-	
			-	
Economic Development/EDA			-	
EDA Planning Grant	70,000		52,500	75%
Revolving Loan Fund Admin (includes 10,000 match)	66,000		36,432	55%
TA Contracts Needed	28,000		-	
Appleton RLF Admin	1,500		-	0%
Benson Technical assistance	16,640	12,995	16,460	
Blandin IT Connect II	2,528		2,528	
Chippewa County PACE	1,350		1,344	
Granite Falls Memorial Park FY19	3,826		-	0%
HM LqP/Swift (Includes $10,000 Prior Year HH)	11,160		2,184	20%
Kerkhoven Comp Plan (Includes $5,000 FY19 HH)	10,920		5,000	46%
LQP County Park	3,000		3,000	100%
LQP RLF Admin	7,000		6,467	
Madison Public Arts (Includes $2000 Prior Year HH)	7,452		2,704	36%
Maynard Museum	8,000		-	
Milan TA Contract ($1,500 total Prior Year HH)	592		-	0%
Monte Public Arts CY 2018	5,650		4,794	85%
Yellow Medicine Housing - canby	1,000		-	0%
Grant Writing			-	
Canby SCDP App (Includes 5,000 FY19 HH)	10,000		8,500	85%
Dawson EDA RDBG grant writing		3,000	3,000	
Dawson Library FY18 - FY19 (Includes $2,000 Prior Year HH)	1,882		1,139	
Dawson Library FY19 - (Includes $2,150 FY19 HH)	3,650		2,150	
Firefighters Assistance Grant	15,000	7,500	12,000	
Granite Falls Redevelopment Grant ($1250 FY19 HH)	2,500		2,500	100%
MACCRAY Safe Routes Grant App ($750 FY 19 HH)	1,500		750	
Milan Watson SCDP grant App	14,000		7,500	
			-	
Grants Admin/Management			-	
Browns Valley Flood Recovery	9,000		5,865	65%
SCDP Admin - Benson	18,200		2,000	
SCDP Admin - CGB	13,784		1,000	7%
SCDP Admin - Clarkfield	18,500		-	
SCDP - Admin Granite Falls	11,000		-	
Transportation/Byway/Tourism			-	
Transportation Planning Grant 19 (Includes 13,235 FY 19 Match)	88,235		50,735	57%
Prairie Waters/Get Rural ($20,000 FY19 Match)	161,200	1,028	143,988	89%
Art Crawl	36,500	3,800	46,245	127%
Total Revenue	926,167	28,470	517,058	56%
Pass-Thru Revenue (not included above)		34,511	601,439	

	FY19 Budget			
Expenses				
Salaries/Fringe	674,314	59,560	540,756	80%
Commissioner's Expense			-	
Per Diem / FICA	10,765	1,023	6,274	58%
Public Officials Ins.	4,500		3,006	67%
Meeting Expense	1,500	(51)	1,113	74%
Travel C&C	6,500	536	4,507	69%
Training	3,235		-	0%
Audit	14,000		13,618	97%
Contract for Services			-	
UMM GIS - Hazard Mitigation	8,160		1,403	17%
Eagle Eye Photography - Get Rural	2,500		1,000	40%
Vidid Marketing - Get Rural	2,000		-	0%
CST Students - Get Rural	1,750		609	35%
CST Students - General	5,000		-	0%
Strategic Planning	15,000		-	0%
Additional Contract work	3,000		1,000	33%
Computer Technical Assistance	8,000	300	3,380	42%
Virtual Server	13,983		5,593	40%
Itineraries Midwest - PW Vistitors Guide	0		12,200	
Copy Charge/xerox lease	4,000	315	3,002	75%
Depreciation	5,200	241	2,529	49%
Dues	3,000	336	4,936	165%
Insurance	1,300		1,115	86%
Legal Fees	2,000	24	1,898	95%
Miscellaneous	1,000	45	801	80%
Office Rent	12,210	1,017	10,167	83%
Postage	3,500	541	2,869	82%
Printing/Advertising	4,500		4,938	110%
RDC Marketing Item	2,000		1,040	52%
Registration/Conference	4,000	(269)	7,674	192%
Repairs/Maintenance	1,000	75	525	53%
Scholarship	5,000		-	0%
Software GMS/GIS/General	7,000	48	6,224	89%
Sub./Publications	2,000		697	35%
Supplies	4,500	463	2,648	59%
Telephone/Internet	8,000	570	5,874	73%
Staff Expense			-	
Travel	30,000	5,193	17,688	59%
Morale	2,000	36	278	14%
Wellness	2,000		871	44%
Unemployment Insurance Claims			2,695	
Web Hosting/Maintenance	3,500	143	2,553	73%
Pass Thru Activity			-	
Benson TA pass thru		260	2,361	
Meander	23,000	816	15,082	66%
Prairie Waters Ads	16,000		17,865	112%
Total Expenses	**920,917**	71,221	710,787	77%
EXCESS REV. OVER EXP.	**5,250**	(42,751)	(193,729)	

General Checking	$ 24,471
Money Market	$ 315,529
Certificate of Deposit	$ 351,157
RLF Savings	$ 552,576
Agency Auto	$ 61,931
Equipment Fund	$ 29,103

UMVRDC Secretary/Treasurer Date **UMVRDC Executive Director** **Date**

April 2019 Check/ACH Listing

Check#	Check Date	Vendor Name	Check Amount	Description
20588	04/02/2019	CITY OF APPLETON	1,016.67	April Rent
20589	04/02/2019	DONS FOOD PRIDE	187.36	Lyft food and meeting expense
20590	04/02/2019	Federated Telephone, Inc	351.00	It support
20591	04/02/2019	Ruth Keller	75.00	March Cleaning
20592	04/02/2019	USAble Life	20.90	April Life Ins Group 101436101G - BCN#4001204337
20593	04/02/2019	Winthrop Economic Development Authority	25.00	MN Broadband on the fill day
20594	04/02/2019	Xerox Corporation	315.28	Copier Charges Invoice # 719875718
20595	04/04/2019	Kirk Bustrom	284.46	Nado parking and mileage
20596	04/04/2019	Laura Ostlie	122.00	Parking for Biomass Conference
20597	04/12/2019	Don's Heating and Cooling, LLC	5,384.00	Benson Owner Rehab 207 9th st so
20598	04/12/2019	Erickson Chevrolet	123.44	Car repairs Trim piece
20599	04/12/2019	F & M BANK	289.00	Ach fees 2018
20600	04/12/2019	Grossman & Trump, Inc.	957.00	Benson Owner Rehab 210 18th St N
20601	04/12/2019	MN PEIP	5,643.10	May Piep Insurance Invoice# 840409
20602	04/19/2019	Mark Bourne	79.23	Board mtg
20603	04/19/2019	Jim Dahlvang	145.13	Board mtg
20604	04/19/2019	Gary Johnson	232.48	Board mtg
20605	04/19/2019	Warren Rau	61.25	Board mtg
20606	04/25/2019	Blue Earth Area Chamber of Commerce	25.00	SMTA meeting for Jordan Hulscher
20607	04/25/2019	George Kahmann	816.30	Meander Posters
20608	04/25/2019	Chase Card Services	1,507.75	KB - Travel
20608	04/25/2019	Chase Card Services	633.47	MM - survey monkey orbitx and travel
20608	04/25/2019	Chase Card Services	2,840.07	LO - Travel to GA case for display
20608	04/25/2019	Chase Card Services	232.10	Agency Auto
20608	04/25/2019	Chase Card Services	10.57	KF - Travel
20608	04/25/2019	Chase Card Services	169.50	JH travel
20608	04/25/2019	Chase Card Services	11.18	CK - staff travel
20608	04/25/2019	Chase Card Services	75.81	MS- postage
20608	04/25/2019	Chase Card Services	157.55	DH - travel
20609	04/25/2019	Eric Bergeland Consulting	143.00	Meander web hosting
20610	04/25/2019	Grossman & Trump, Inc.	2,430.00	Benson OO - 500 12th St N
20611	04/25/2019	Pemberton, Sorlie, Rufer & Kershner, PLLP	24.00	HR fees
20612	04/25/2019	SEWearable Designs, Inc.	36.00	New shirt for Chad
ACH	04/05/2019	Federated Telephone, Inc	397.15	Telephone/Internet
ACH	04/01/2019	Delta Dental	483.00	Dental Insurance
ACH	04/05/2019	MN STATE RETIREMENT SYSTEM	460.00	Staff PR Deferred comp
ACH	04/05/2019	Internal Revenue Service	4,438.10	UMVRDC Staff PR taxes
ACH	04/05/2019	State of Minnesota	729.00	Staff State taxes
Direct Deposit	04/05/2019	PSB-Upper MN Valley RDC - Staff PR	14,848.64	Staff Payroll
ACH	04/05/2019	PUBLIC EMPLOYEES RETIREMENT ASSOC	3,158.07	Staff PR PERA
ACH	04/05/2019	Further Select Account	1,399.97	Staff PR HSA
ACH	04/19/2019	Internal Revenue Service	4,737.35	UMVRDC Staff PR taxes
ACH	04/19/2019	State of Minnesota	791.00	Staff State Taxes
ACH	04/19/2019	MN STATE RETIREMENT SYSTEM	460.00	Staff PR Deferred comp
ACH	04/19/2019	PUBLIC EMPLOYEES RETIREMENT ASSOC	3,323.96	Staff PR PERA
ACH	04/19/2019	Further Select Account	1,399.97	Staff PR HSA
Direct Deposit	04/19/2019	PSB-Upper MN Valley RDC - Staff PR	15,787.92	Staff Payroll
ACH	04/30/2019	Prairie Sun Bank	28.00	direct deposit fee
ACH	04/19/2019	Internal Revenue Service	145.48	Commissioner PR taxes
ACH	04/02/2019	USPS	173.07	PW leads mailing
ACH	04/30/2019	Further Select Account	20.50	Monthly fee
ACH	04/17/2019	Aflac	81.92	March
ACH	04/26/2019	Aflac	81.92	April
			77,369.62	Total Checks/ACH payments

Pass-Thru Payments

UMVRDC Secretary/Treasurer Date

UMVRDC Executive Director Date

#4c

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Economic Development Specialist

DATE: May 28, 2019

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.

April 2019 Transaction Notes:

- None

ACTION REQUESTED:
To approve the UMVRDC's April 2019 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: *$326,992.44 (Original RLF) and $125,583.84 (Disaster RLF).*

April 2019 RLF TREASURER'S REPORT

		Terms						Reporting Transactions		
	Borrower	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Loan Closed	Notes	April Payments	Oringinal RLF Balance at 4/30/19	Disaster RLF Balance at 4/30/19
1	After Five Supper Club	40,000		5.00%	5	9/14/2018		$ 316.32	$ 39,207.60	
2	Al's Mercantile	50,000		5.00%	10	1/21/2011		$ 538.82	$ 10,303.91	
3	Anderson TeBeest Funeral Home	69,720		4.50%	7	3/29/2018		$ 970.12	$ 61,078.98	
4	Appleton Power	40,000		4.00%	10	11/1/2018		$ 404.98	$ 39,038.25	
5	Barr's/Conroy Electric, Inc.	46,000		4.00%	10	1/5/2012		$ 466.73	$ 15,223.66	
6	BK Bar & Grill	40,000		5.50%	10	10/5/2018		$ 435.11	$ 38,894.01	
7	Books by Kelly	20,000		5.00%	5	7/31/2010		$ 121.69	$ 7,561.83	
8	Clara City Foods, Inc	100,000	100,000	4.00%	10	4/8/2016		$ 2,025.90	$ 73,951.26	$ 73,951.26
9	Clarkfield Enterprises, Inc	60,000		4.50%	7	11/1/2017		$ 835.01	$ 49,433.40	
10	Clarkfield Family Foods	28,000		4.00%	10	6/19/2009		$ 284.49	$ 1,843.63	
11	DoMat's	100,000		4.00%	10	8/29/2016		$ 1,013.45	$ 77,889.24	
12	Granite Falls Dairy Queen, Inc	100,000		4.00%	10	4/25/2012		$ 1,013.45	$ 35,299.65	
13	Handeland Chriopractic, LLC	33,000		5.00%	10	1/5/2011		$ 365.66	$ 6,992.52	
14	Headquarters Bar & Grill		90,000	5.50%	10	10/26/2018		$ 977.74		$ 87,221.60
15	Jamers 1 Stop		20,000	4.50%	5	3/1/2018		$ 373.86		$ 16,077.60
16	J C & Sons Hardware Inc	70,000		4.00%	10	2/22/2010		$ 709.72	$ 7,670.91	
17	Kaercher Publications, Inc.	65,520		4.50%	10	6/8/2012		$ 680.04	$ 24,282.69	
18	KEC of Granite Falls DBA Picht's	50,000		4.00%	10	5/26/2016		$ 507.23	$ 37,791.53	
19	Lamecker's General Store	25,000		4.00%	5	3/27/2014		$ 461.41	$ 582.20	
20	Lumpy's Inc.	30,000		5.00%	5	12/14/2017		$ 566.14	$ 22,674.94	
21	Merritt Construction, Inc.	10,000		4.50%	12	7/11/2012		$ 104.64	$ 3,842.75	
22	Northern Geo, LLC	50,000	100,000	4.00%	10	2/27/2014		$ 1,518.68	$ 27,808.12	$ 55,616.24
23	Northern Geo, LLC (2)	60,000	20,000	4.25%	10	1/6/2017		$ 819.50	$ 48,597.50	$ 16,199.17
24	Private Industry Council	50,000		4.25%	9.6	8/1/2005		$ 396.39	$ 4,119.42	
25	R&R Outdoors	11,000		4.00%	10	8/23/2013		$ 30.00	$ 7,807.20	
26	SEWearable Designs	33,000		4.50%	7	8/13/2012		$ 361.04	$ 2,807.23	
27	SEWearable Designs (2)	27,250		4.50%	10	2/14/2017		$ 282.41	$ 22,494.17	
28	SpecSys Inc.	50,000		4.00%	10	12/10/2008		$ 507.23	$ 3,184.54	
29	Swift Falls Bar & Grill	22,500		4.00%	10	10/7/2009		$ 228.80	$ 1,401.41	
30	The Dryer Doctors	34,000		4.50%	10	8/14/2017		$ 353.27	$ 29,344.63	
31	The Sawmill	50,000		4.00%	10	3/31/2010		$ 203.81	$ 24,671.37	
32	Trish's Catering	38,000		4.25%	10	5/31/2017		$ 390.26	$ 32,255.42	
33	Western Consolidated Cooperative	100,000	100,000	4.25%	10	10/24/2017		$ 2,049.75	$ 87,450.58	$ 87,450.58
		1,502,990	430,000					$ 20,313.65	$ 845,504.55	$ 336,516.45

Balance of Bank Accounts

Total Original RLF Funds:	***1,222,496.99***		***Total Disaster RLF Funds:***	***512,100.29***
Previous month's bank balance	361,099.92		Previous month's Bank Balance	170,891.24
Loan Repayment	15,707.91		Loan Repayment	4,606.74
Loan Disbursement	-		Loan Disbursement	-
April '19 - Bank Interest	184.61		April '19 Bank Interest	85.86
Admin Transfer -	-		Admin Transfer	-
Origination or Loan Payoff Fees	-		Origination or Loan Payoff Fees -	-
Bank Account Balance at 4/30/19	**376,992.44**		***Bank Account Balance 4/30/19***	**175,583.84**
Committed-GoFasters	(50,000.00)		Committed-GoFasters	(50,000.00)
Balance available for lending	**$ 326,992.44**		**Balance available for lending**	**$ 125,583.84**

UMVRDC Secretary/Treasurer

Date

UMVRDC Executive Director

Date

BOARD of DIRECTORS MINUTES

Upper Minnesota Valley Regional Development Commission
Appleton Civic Center-UMVRDC Conf Room
May 15, 2019

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

Board Members Absent: Gene Stengel

Guests: none

Staff Present: Dawn Hegland, Matt Moe

Call to Order

The meeting was called to order at approximately 6:07pm.

Approve Agenda/Additions

M/S/P – Mark Bourne, Gary *Hendrickx* made motion to approve the agenda with one change. Moving Item 4d (Strategic Planning / Organizational Planning Update) up to Item 2a.

1a & 1b. GASB 54

Matt Moe gave an explanation of GASB 54 Fund Balance Statement and discussed how we will approve the final statement for FY 19 in June and then right away in July we will approve a statement for FY 20. Matt explained what the different designation of funds are and provided a draft resolution that we will be adopting in June at the board meeting.

M/S/P – Gary Hendrickx, Mark Bourne made motion to recommend adoption the fund balance schedule and resolution at the June 2019 board meeting.

2a. Strategic Planning / Organizational Planning Update

Dawn Hegland gave an update on the status of our strategic planning sessions and the organization planning sessions. Staff and board have met with our strategic planning consultants and will meet again on May 28th. Dawn has met with our consultant for the organizational planning we are doing three times and has another meeting planned this week. Dawn stated that the timing of the consultants and our annual budget has been good fit and Dawn and Matt have been working on the FY230 budget and how any changes from both consultants could affect the budget.

No motion – information only

2b. FY20 Levy

Matt presented the FY20 Levy spreadsheet which includes a 3% increase in our levy dollars. Discussion about where the Levy dollars are spent and what the effect of a 3% increase would be to each county. The total increase would be $9,753. Matt presented a spreadsheet showing the estimated amounts for each county as the final amounts would not come from the State of Minnesota until mid-July.

M/S/P – Mark Bourne, Gary *Hendrickx* made motion to recommend that at the June RDC meeting that the increase levy amount be included in the FY20 budget and be presented during the public meeting portion of the RDC annual meeting in July.

3a &3b. FY20 Budget comparison and FY 20 indirect cost

Matt presented the FY19 -FY20 budget comparison and discussed how we anticipate ending FY19 without using reserves. Matt also explained as of the meeting day the FY20 budget needed $165,000 of contracts needed to balance the FY20 budget. A chart demonstrated that this was not uncommon and showed how we always have big contracts needed number to start with and by the end of the fiscal year we have balanced the budget. Matt and Dawn shared a spreadsheet of potentials that staff is working on or we are just waiting to hear about. That total was $184,000 which a great list of potentials this early in the process. Matt also shared the list of FY 20 indirect costs and how that number should end up around $24- $26 dollars an hour based on the budget so far.

M/S/P – Gary *Hendrickx, Jim Dahlvang* made motion to recommend that at the June RDC meeting that the FY20 budget and indirect cost plan be presented during the public meeting portion of the RDC annual meeting in July.

4a. Hedgehog Grants

Dawn presented the RDC's past hedgehog grants and showed where we are for FY19. Discussion about how much to recommend for FY20 and about how hedgehog grants can be used on Hazard mitigation plans.

M/S/P – Gary *Hendrickx, Jim Dahlvang* made motion to recommend that the FY20 Hedgehog amount stay the same as past years of $20,000 and that Hazard mitigation plans are not eligible for hedgehog grants.

4b. Technical Assistance Rate

Dawn presented the rates of all the RDC's to compare to our rate.

M/S/P – Gary *Hendrickx, Mark Bourne* made motion to recommend that the FY20 Technical Assistance Rate stay the same as last year of $80/hour in the region and $85/hour outside the region.

4c. FY19 Budget Revisions

Matt explained our budget process and how the need to make a budget adjustment at the end of each fiscal year is nice as it reflected in our audit.

M/S/P – *Mark Bourne, Rusty Dimberg* made motion to recommend that a FY19 budget revision be resented at our June RDC meeting.

4d. Policy updates

Matt presented a Federal Awards Administration policy and stated that this was needed to comply with new auditing standards. We have had these pieces of the policy scattered throughout out other policies and this was really just a document to combine them all for ease for the audit.

M/S/P – *Mark Bourne, Rusty Dimberg* made motion to recommend that the policy be approved at our June RDC meeting.

Other

Dawn presented a change in our personnel policy regarding cell phone use to comply with new law effective August 1, 2019.

M/S/P – *Gary Hendrickx , Rusty Dimberg* made motion to recommend that the policy be approved at our June RDC meeting.

Adjournment

A motion by Jim *Dahlvang, Rusty Dimberg* for adjournment was made at 7:33pm. Meeting ended.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Chad Kingstrom, Community Development Specialist

DATE: May 28, 2019

RE: MnDOT Transportation Planning Contract

We have received the grant agreement from MnDOT for planning funds to the UMVRDC for FY2020. The agreement is to provide local transportation planning assistance to be determined through the development of an annual workplan. Chad and Dawn will be meeting with MnDOT staff on May 31 to define the workplan. The grant provides for $75,000 in state money and the UMVRDC is required to supply a 15 percent local match of $13,235.00 which will be from our regional levy.

ACTION REQUESTED:
Authorization to commit $13,235.00 in RDC local match for the MnDOT Planning Grant and to authorize the chairman and executive director's signatures on the grant agreement resolution.

Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper
323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

RESOLUTION #19-04
Transportation Planning Grant Agreement

WHEREAS, Minnesota Statutes 174.01 designates the Minnesota Department of Transportation (MnDOT) as the principal agency of the state for development, implementation, administration, consolidation, and coordination of state transportation policies, plans, and programs; and

WHEREAS, Minnesota Statutes 462.383, subdivision 2, and 462.39, subdivision 3, authorize Regional Development Commissions (RDC's) to work with and on behalf of local units of government to develop plans or implement programs to address economic, social, physical, and governmental concerns and to develop comprehensive plans for local units of government; and

WHEREAS, Minnesota Statutes 174.03, subdivision 5, requires RDCs to develop regional long-range transportation policy plans in cooperation with MnDOT and local governments; and

WHEREAS, the Grantee is an RDC eligible to receive MnDOT funds.

THEREFORE, BE IT RESOLVED, that the Upper Minnesota Valley Regional Development Commission enter into an Agreement for Distribution of MnDOT Planning Funds Agreement Number 1033850, with the State of Minnesota, Department of Transportation.

BE IT FURTHER RESOLVED, that the Chairman and Executive Director of the Upper Minnesota Valley Regional Development Commission are hereby authorized to execute such Agreement and any amendments.

Adopted this 28 day of May 2019.

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Upper Minnesota Valley Regional Development Commission at a duly authorized meeting thereof held and adopted this 28 day of May 2019, as shown by the minutes of said meeting in my possession.

ATTEST:

_____
Chairperson, UMVRDC

ATTEST:

_____
Secretary/Treasurer, UMVRDC

_____
Notary

DEPARTMENT OF TRANSPORTATION

MnDOT Contract #1033850

STATE OF MINNESOTA

GRANT AGREEMENT
(FISCAL YEARS 2020 AND 2021)

This Grant Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the Upper Minnesota Valley Regional Development Commission (hereinafter "Grantee").

RECITALS

1. Minnesota Statutes § 174.01 designates the Minnesota Department of Transportation ("MnDOT") as the principal agency of the state for development, implementation, administration, consolidation, and coordination of state transportation policies, plans, and programs; and
2. Minnesota Statutes § 462.383, subdivision 2, and 462.39, subdivision 3, authorize Regional Development Commissions ("RDCs") to work with and on behalf of local units of government to develop plans or implement programs to address economic, social, physical, and governmental concerns and to develop comprehensive plans for local units of government; and
3. Minnesota Statutes § 174.03, subdivision 5, requires RDCs to develop regional long-range transportation policy plans in cooperation with MnDOT and local governments; and
4. Pursuant to Minnesota Statutes § 174.03, subdivision 4(2), MnDOT may provide financial assistance to RDCs for transportation planning; and
5. The Grantee is an RDC eligible to receive MnDOT funds.
6. The parties to this Agreement mutually agree as follows:

AGREEMENT TERMS

1. Term of Grant Agreement

1.1 **Effective date.** This Agreement will be effective on July 1, 2019 or the date the State obtains all required signatures under Minnesota Statutes § 16.98, subdivision 5, whichever is later. **The Grantee must not begin work under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin work.**

1.2 **Expiration Date.** This Agreement will remain in effect until June 30, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement including, without limitation, the following clauses: 8. Indemnification; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers' Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

1.4 **Exhibits.** Exhibit 1, Financial Assistance, and Exhibit 2, Invoices, are attached and incorporated into this agreement.

2. Duties

2.1 **Grantee's Duties.** The Grantee, who is not a state employee, will:

a) Perform the work activities defined in the July 1, 2019 through June 30, 2020 and July 1, 2020 through June 30, 2021 RDC Transportation Planning Grant Agreement Workplans (hereinafter "RDC Workplans") as approved by the State and which are on file at Grantee's office and incorporated herein by reference.

b) The RDC Workplans defines the scope of work and particular tasks to be completed by the Grantee.

c) All work must be performed in a satisfactory and timely manner.

b) Provide 15% local matching funds, which is equal to up to $13,235 for FY 2020 and $13,235 for FY 2021 ($26,470 for the contract period).

2.2 **State's Duties.** The State will:

a) Review and monitor progress of work activities defined in the Grantee's FY 2020 and FY2021 RDC Workplans.

b) Furnish the Grantee, at its request, all data that is in the State's possession that is considered pertinent by the State to the work to be performed.

c) Advise the Grantee of the anticipated availability of funds and assist in the development of the Grantee's FY 2020 and FY 2021 RDC Workplans.

3. Time

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. Consideration and Payment

4.1 ***Consideration.*** The State will pay for all services performed by the Grantee under this Grant Agreement as follows:

a) ***Compensation.*** The Grantee will be paid on a Lump Sum basis as follows upon receipt of invoice:

For July 1, 2019 to June 30, 2020 (hereinafter FY 2020)

i. 25% upon execution of this Agreement and acceptance of the FY 2020 RDC Work plan (must be on or after July 1, 2019);

ii. 20% after March 31, 2020 and acceptance the of FY 2020 mid-year work report;

iii. 5% after June 30, 2020 and acceptance of the FY 2020 final work report;

For July 1, 2020 to June 30, 2021 (hereinafter FY 2021)

iv. 25% after July 1, 2020 and acceptance of the FY 2021 RDC Work plan;

v. 20% after March 31, 2021 and acceptance of the FY 2021 mid-year work report; and

vi. 5% after June 30, 2021 and acceptance of the Grantee's FY 2021 final work report.

b) ***Total Obligation.*** The total obligation of the State for all compensation and reimbursement to the Grantee under this Grant Agreement will not exceed $75,000 in each fiscal year ($150,000 over two fiscal years).

4.2 ***Payment: Invoices***

The State will promptly pay the Grantee after the Grantee presents an invoice and the State's Authorized Representative accepts the invoice. Invoices must be submitted according to the schedule identified in Clause 4.1.a

4.3 **Grant Monitoring Visit and Financial Reconciliation.** During the period of performance, the State will make at least one monitoring visit and conduct annual financial reconciliations of Grantee's expenditures. The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided with at least seven calendar days of notice prior to any monitoring visit or financial reconciliation. Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.4 **Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed.

5. Conditions of Payment

All services provided by the Grantee under this Grant Agreement must be performed to the State's satisfaction, as determined at the discretion of the State's Authorized Representative and District Planner and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6. Authorized Representatives

6.1 **State's Authorized Representative.** The State's Authorized Representative is Olivia Dorow Hovland, Senior Transportation Planner, 395 John Ireland Blvd MS 440, St. Paul, MN 55155, 651-366-3762, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 **Grantee's Authorized Representative.** The Grantee's Authorized Representative is Dawn Hegland, Executive Director, 323 W Schlieman Ave. Appleton MN 56208 320-289-1981. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7. Assignment, Amendments, Waiver, and Grant Agreement Complete

7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

7.2 **Amendments.** Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors in office.

7.3 **Waiver.** If the State fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to subsequently enforce it.

7.4 **Grant Agreement Complete.** This Grant Agreement contains all prior negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

8. Indemnification

In the performance of this Grant Agreement by Grantee, or Grantee's agents or employees, the Grantee must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Grantee's:

1. Intentional, willful, or negligent acts or omissions; or
2. Actions that give rise to strict liability; or
3. Breach of contract or warranty

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

9. State Audits

Under Minnesota Statutes § 16B.98, subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this Grant Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement.

10. Government Data Practices and Intellectual Property

10.1 **Government Data Practices.** Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either Grantee or the State.

10.2 **Intellectual Property Rights.** State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this agreement. The Documents will be the exclusive property of State, and Grantee upon completion or cancellation of this agreement must immediately return all such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to State. Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

10.3 **Obligations**

a) **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this agreement, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

b) **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. The Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works and Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11. Workers' Compensation

The Grantee certifies that it complies with Minnesota Statutes § 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the States' obligation or responsibility.

12. Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative or District Planner. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs the validity, interpretation, and enforcement of this Grant Agreement. Venue for all legal proceedings arising out of this Grant Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

14.1 **Termination by the State.** The State may terminate this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding sources; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 **Suspension.** The State may immediately suspend this Grant Agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

15. Data Disclosure

Under Minnesota Statutes § 270C.65, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

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STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16B.98.

Signed: _____

Date: _____

SWIFT Contract # _____

SWIFT Purchase Order # _____

GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, by laws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(With delegated authority)

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____

MnDOT OFFICE OF FINANCE – GRANT UNIT

By: _____

Date: _____

#4f

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: May 28, 2019

RE: SWIF Childcare Case Studies Grant

We have received a $5,000 grant from the Southwest Initiative Foundation to develop additional case studies about childcare in our region. We are proposing to use $5,000 from our EDA planning grant in FY2020 to match this grant. This project will provide time for Jordan to develop the case studies with some guidance from Laura. A tentative list of case studies includes:

- Prairie Playhouse -Appleton
- Puddle Jumpers-Granite Falls
- Little Eagles Childcare - Madison
- Johnson Memorial/DB Schools - Dawson
- Echo Charter School
- Swift County funding program
- YM County funding program
- LQP County funding program

Updates to the following previously completed case studies:

- Clarkfield Tiny Sprouts
- Benson Discovery Kids
- Montevideo Thunder Hawks

ACTION REQUESTED:
Authorization to commit $5,000 of the EDA planning grant as match to complete childcare case studies.
Authorization of the executive director's signature on the grant agreement with SWIF for childcare case studies.

#4g

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: May 28, 2019

RE: Prairie Waters 2020 Request

The Prairie Waters Advisory Board met May 15th and recommended a 2% increase to cities and counties participating in Prairie Waters.

The funding request will be:

	2019	2%	2020
Chippewa	$18,745	$375	$19,120
Lac qui Parle	$14,683	$294	$14,977
Swift	$17,597	$352	$17,949
Yellow Medicine	$16,908	$338	$17,246
Big Stone	$13,027	$261	$13,288
Cities			
1st Tier	$5,253	$105	$5,358
2nd Tier	$3,708	$74	$3,782
3rd Tier	$618	$12	$630

ACTION REQUESTED:

Authorization for the Prairie Waters Advisory board to implement a 2% increase to the funding requests to cities and counties for 2020.