BOARD MEETING AGENDA
Upper MN Valley Regional Development Commission
August 27, 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

3. Discussion Items
   a. Annual Meeting Recap
   b. Board Member Absenteeism
   c. Strategic Planning

4. Consent Agenda Items
   a. Adoption of the FY20 Indirect Cost Plan, Budget and Levy
   b. Elect Board of Directors
   c. Elect Officers
   d. Board Membership Appointments
   e. Committee Assignments
   f. Designation of UMVRDC Depository
   g. FY20 UMVRDC Meeting Schedule
   h. FY19 UMVRDC Annual Report
   i. Minutes from July 2019 Board of Directors Meeting
   j. July 2019 Treasurer’s Report and Board Payment Listings
   k. RLF Treasurer’s Report
   l. Dana Cole Agreement
   m. NADO Annual Training Conference/Out of State Travel

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: Dawn-Strategic Planning Update
Citizen Comments:
Adjournment:

Next Meeting: September 24th

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

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: August 27, 2019
RE: RLF Loan Advisory Board Recommendation

**Carl’s Bakery Loan Request**

On August 12th, the RLF Advisory Board made a recommendation to approve a $50,000 loan request by Joshua, Randi, and Dale Streblow. This loan will provide gap financing to assist in purchasing Carl’s Bakery in Granite Falls. The Streblow’s have over 20 years of small business ownership experience to bring to this well-established, cornerstone business.

With this loan financing, the UMVRDC would have a 2nd mortgage and 2nd position UCC behind Granite Falls Bank. The Granite Falls EDA has also already committed funds to this project.

**Action Requested:**
Approve the RLF Advisory Board Recommendation of a $50,000 loan at 5% for 10 years from the Disaster RLF

**Devo’s Paint and Body**

On August 12th the RLF Advisory Board made a recommendation to approve a $47,960 loan request by Devin Olson. This loan would provide financing to assist in purchasing real estate and equipment for his new business in Dawson. Devin has 12 years of industry experience and has completed an extensive amount of technical assistance with the SBDC.

With this loan financing, the UMVRDC would have a 2nd mortgage and 2nd position UCC behind the Co-op Credit Union.

**Action Requested:**
Approve the RLF Advisory Board Recommendation of a $47,960 loan at 5% for 7 years from the UMVRDC Original RLF
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Kirk Bustrom, Laura Ostlie, Chad Kingstrom, Matt Moe, Jordan Hulscher
DATE: August 27, 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
RDC staff are currently working with city staff on developing action plans based on the priorities put into place during the strategic planning sessions. Follow up meetings have occurred with city and county staff, along with other community entities identified to take role within action steps. RDC staff have been working with delinquent RLF borrowers along with updating EDA loan files. There has been continued follow up with most recent RLF applicant. RDC staff have also been working with the city addressing flood mitigation potentially eligible for disaster assistance.

Dawson MNHS project – Kristi
Kristi worked with the city of Dawson to submit a grant to fix the high priority items in the recently completed Conditions Assessment. This large grant to the Minnesota Historical Society included a roof replacement, repair to the site grade, and mold abatement. We are waiting for the pre-application to be reviewed and will submit the full app in Sept.

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, including relevant updates relating to recent spring flooding, 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.

Memorial Park – Kristi
Work continues with the City of Granite Falls and Memorial Park and their work with the Greater MN Regional Parks and Trails Commission (GMRPTC). We submitted a phase 4 funding request to complete work on the north side of 67: Kayak launch, upgrade to entrance pillars, and improvements to the picnic area and event lawn.
Milan/Watson SCDP – Kristi
Milan and Watson were successful in getting their 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. The environmental review process along with development of the policies for each of the activities is currently underway.

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 received confirmation of successful grant award in June. The environmental review process along with development of the policies for each of the activities is currently underway.

Montevideo Arts Project (MAP) - Kristi
MAP continues to fundraise for the mural to be painted on the steps. The painting began this past weekend and will be completed over the next couple of weeks. The dedication will be Sept 8th.

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. The city was successful in getting this grant.

Lac qui Parle County Park - Kristi
We submitted a funding request to the Greater MN Regional Parks and Trails Commission (GMRPTC) in July. This funding request is for roads, a pedestrian bridge, and trails on the west side of the park.

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 businesses’ benefitting from the grant that will span through September 2020. Currently on the owner-occupied side of the project, 20 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.

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 July numbers, there is 19 completed owner-occupied rehab projects, two are currently in the application stage, two in the bidding process, one is assembling financing packages, and one property is ready to proceed with work. As for commercial, there has been
five completed projects so far, while one inspection has been completed. On July 16th and 17th, DEED completed their on-site monitoring. The RDC received the summary following the monitoring, that noted that the project has been administered successfully and completed projects have had a clear impact on all three communities. DEED also recognized the good partnership between the UMVRDC and Prairie Five, while commending the placed effort and dedication towards implementing the grant.

**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. We will be asking for an extension this month.

**Kerkhoven Comprehensive Plan – Kristi & Kirk**
The Kerkhoven steering committee met in June to review their vision statement and work on the Land Use portion of their comprehensive plan. RDC staff completed GIS mapping updates.

**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. Staff are now working with the Dawson EDA to determine specific RLF plan elements and funding structure.

**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. A project plan portfolio was completed and submitted for the OZ Challenge June 30th. Project representatives will have the opportunity to make formal presentation for funding at an event in Minneapolis next month followed by a site visit in late September.

**PROGRAM UPDATES:**

**Federal EDA Planning Grant – Kirk**
RDC staff completed a draft update in conjunction with other statewide RDC’s of the DevelopMN greater MN CEDS document for review by the RDC Executive Directors to be finalized in the coming months. RDC staff have also been coordinating an inventory of potential disaster related projects throughout the region potentially eligible for Federal EDA funding assistance associated with recent Federal disaster declarations.

**Opportunity Zones – Kirk**
RDC staff are working with local ED staff on identifying and coordinating relevant development opportunities within the four (4) designated Opportunity Zones located in Big Stone County (Ortonville), Chippewa County (Montevideo), Yellow Medicine County (Granite Falls), and two (2) in Swift County (Appleton and Holloway).

**Meander – Kristi**
Meander marketing is in full swing. Mark your calendars for Meander 2019 on Oct 4-5-6.
MN River Valley National Scenic Byway - Kristi
The byway is working on membership and some marketing to MPR utilizing Explore MN Tourism funds.

Prairie Waters Regional Marketing – Melissa & Kirk
Busy planning the 2019 Prairie Waters Annual Gathering that will be held on September 18th at Del Clark Lake. We are working on an employer outreach of the Prairie Waters Program through a mass mailing of the new visitor guide. Encouraging employers to utilize the guide in their workforce recruitment efforts. UMRDC was awarded funding through the U of M Extension Sustainable Regional Development Partnership to develop a developable properties inventory for the region as part of our Get Rural project plan. Funds will cover the cost of student assistance through the Center for Small Towns and the U of M to assist with the project. Plans are to recruit student interns and begin work in late August or early September.

Transportation – Chad
The final invoice for the FY2019 MnDOT contract has been submitted as well as the first invoice of the FY2020 contract. Chad met with the Mayor of Granite Falls to discuss trails planning history and other community projects. Chad attended MnDOT’s Transportation Alternatives solicitation in St. Cloud and worked with staff to do email outreach about the program. Chad attended the Safe Communities Coalition meeting and shared information with the group about speeding and crash related injuries. After this meeting Chad stopped to talk briefly with the Madison City Administrator about planned road construction through town in 2023 and shared information about related opportunities by request. Chad met with the local SHIP coordinator to discuss projects and ideas for partnerships. Staff have been in contact with the Dawson-Boyd school district about updating their SRTS plan in the past and Chad met with school administrative staff to discuss this and improvements their administration hopes to make as a result of their planned construction project. Chad provided them with relevant program information on request. As part of a mentorship relationship, Chad accompanied Kristi on two meetings with a representative of the Greater Minnesota Regional Parks and Trails Commission in local parks.

CONTRACT DEVELOPMENT:
Regional Transportation Coordinating Councils (RTCC) – Kristi and Dawn
Prairie Five received the grant for RTCC that was submitted in March.

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<td>Dawson EDA RLF Plan</td>
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INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: August 27, 2019
RE: Executive Director Update

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

• Preparing for an upcoming MADO Executive Directors meeting on August 28-29.
• Continue to spend time reviewing and researching and planning for the implementation of our strategic plan.
• Spent time reviewing recent drafts of our file server outline in preparation for cloud migration.
• Investigating a variety of benefits options from retirement to life and disability insurance.
• Continue to co-chair our Oct 2019 MADO all staff retreat planning committee.
• Continue to work on various committees for the SW MN Housing Partnership. Held a board meeting and tour of a SWMNHP project in St Peter called Solace [https://www.swmhp.org/breaking-recidivism-cycle/]. It is a collaborative housing project working with the Nicollet County Courts and Social Services. Engaged with the Partnerships national housing partner Neighborworks [http://www.neighborworks.org/] to talk about future opportunities for the Partnership under new leadership.
• Worked with Melissa on insurance coverage for the Prairie Waters Annual Gathering.
• Hosted an Intelligent Rural Communities Forum for the Blandin Foundation in Appleton on August 19. [https://www.intelligentcommunity.org/]
• Participated in training and then reviewed applications for the Initiators Fellowship [https://greaterminnesota.net/fellows/]
• Melissa and I met with the LQP, Yellow Medicine and Chippewa County Boards. I shared general RDC information and Melissa talked about Prairie Waters.
• Continue to meet and mentor Chad in transportation related areas including community trails, safe Routes to School, Transportation Alternative funding and process.

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Community Development Planner

DATE: August 27, 2019

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
None

NEW LOANS
Krave Wellness Studio- The $26,000 Original RLF loan closed on July 24th. First payment is due September 1st.

The Dryer Doctor’s- The $28,000 Original RLF loan closed on July 31st. First payment is due September 15th.

INFORMATIONAL ONLY- No Action requested
DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: August 27, 2019

RE: Annual Meeting Recap

This year, we saw a variety of projects within the communities of Clinton, Graceville, and Beardsley. We ended the day at the Graceville City Hall where we conducted the business meeting and enjoyed a catered dinner.

DISCUSSION REQUESTED:
Feedback on the annual regional tour. Suggestions and or ideas for next year.
DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Gary Johnson, UMVRDC Chairman

DATE: August 27, 2019

RE: Board Member Attendance

Considering a lack of a quorum at our June and July meetings, I have contacting all seven of the members who have missed at least 3 meetings in the last year to determine their interest and time availability to serve on the Commission and to reaffirm their commitment to meeting attendance.

In reviewing the absences over the prior year there were a total of 45 absences from nine full RDC board meetings. In all but 3 of those instances boards members notified RDC staff ahead of time that they would be absent.

FY19 was the lowest attendance (72%) we have had since we started tracking in 2011 when the Board Stewardship Committee had significant discussions about attendance expectations. We had a BHAG goal of 80% or better attendance since we started our BHAGS.

Fy11 86%
Fy12 76%
Fy13 83%
Fy14 86%
Fy15 76%
Fy16 79%
Fy17 80%
Fy18 84%
Fy19 72%

In 25 years since I have been with the RDC I don’t believe we have ever not had a quorum and now it has occurred two months in a row, including at our most important meeting of the year.

Starting immediately, all board members will be asked to contact Jackie Sigdahl by the Friday prior to the Commission meeting on the 4th Tuesday of every month to allow for an
analysis of attendance to determine if a quorum will be present and provide time to notify board members about any meeting cancelations.

The agency relies on the input from and sharing of information between members representing the counties, cities, townships, school districts and public interests of the region. The RDC also has monthly business on each agenda that needs authorization and approval by the board. Your attendance is important and is valued and without the participation of members the Commission cannot operate to its fullest potential.

The UMVRDC’s bylaws state the following:

Article III, Section 5. Vacancy: A vacancy in the office of commissioners shall occur upon death or resignation of a member, if a member ceases to have the required qualifications for membership as provided herein, or upon receipt of a formal resolution from the governmental unit from which the commissioner was elected indicating that a commissioner no longer is authorized to represent such governmental unit. Also, if a commissioner has three (3) absences in any fiscal year, the Chairman shall contact the commissioner to review the attendance policy of the board. If a commissioner has four (4) absences in any fiscal year the commissioner shall be notified in writing that the position shall be considered vacant and the vacancy shall be filled in the manner prescribed in Sections 1, 2 and 4 of this Article. Special circumstances may be considered by the Commission (i.e., illness, accident, etc.).

DISCUSSION REQUESTED:
Feedback on meeting attendance and discussion about the proper notification timeline and process.
### FY 2019 RDC Board Meeting Attendance

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**Number of meetings this year:**
- July: 9
- August: 9
- September: 9
- October: 9
- November: 9
- December: 9
- January: 9
- February: 9
- March: 9
- April: 9
- May: 9
- June: 9

**Total missed in FY19:**
- July: 2
- August: 3
- September: 1
- October: 2
- November: 1
- December: 2
- January: 3
- February: 4
- March: 3
- April: 2
- May: 2
- June: 1

**Total meetings attended:**
- July: 7
- August: 6
- September: 9
- October: 8
- November: 7
- December: 8
- January: 7
- February: 9
- March: 7
- April: 7
- May: 7
- June: 5

**Attendance percentages:**
- July: 60%
- August: 67%
- September: 100%
- October: 89%
- November: 78%
- December: 89%
- January: 89%
- February: 100%
- March: 78%
- April: 78%
- May: 78%
- June: 78%

**Total meetings attended:**
- July: 9
- August: 9
- September: 9
- October: 9
- November: 9
- December: 9
- January: 9
- February: 9
- March: 9
- April: 9
- May: 9
- June: 9

**Total attended:**
- July: 3
- August: 6
- September: 9
- October: 8
- November: 7
- December: 8
- January: 7
- February: 177
- March: 132
- April: 1574

**Total attendance percentages:**
- July: 60%
- August: 67%
- September: 100%
- October: 89%
- November: 78%
- December: 89%
- January: 89%
- February: 100%
- March: 78%
- April: 78%
- May: 78%
- June: 78%

**Total percentage:**
- 72%
DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: August 27, 2019
RE: Strategic Planning Update

This is a review of some of the strategic planning discussions we have had with the Board of Directors in June and July.

RDC staff have been working on two organizational planning pieces this spring: a strategic plan and an organizational plan. Both processes have identified opportunities for increasing our impact in the region.

Organizational plan

I worked with consultant Don Jones to discuss a whole host of organizational ideas and recommendations that will be prioritized by me and will be discussed with the board. The sessions with Don were focused over four broad themes:

- Structure
- Total rewards
- Succession Planning / Talent Review
- Organization of the Future

While there was a theme for each session, the discussions were far reaching and interconnected. For example, while talking about structure, specific talent challenges would come to the forefront. Or, in discussing rewards, recognition, and benefits a connection to the succession plan would be identified.

Not all ideas in the final report are meant to be implemented. Instead, some of them were thought exercises used to explore what would happen when taking a dramatically different perspective.

Additionally, the ideas are not yet fully formed and ready for implementation. Further work is required in order to implement the ideas fully. I will be charged for developing a prioritized workplan for implementation under the Operations categories of our new Strategic Direction that was developed with our other two consultants.
Strategic plan

Staff and a board subcommittee have been working on a new strategic direction that will replace our current Big Huge Audacious Goals (BHAG) and process that has driven our annual workplan for the last 10 years. That plan had three key areas: board stewardship, marketing and community development. Throughout the development of the new strategic plan staff have been sensitive to not throw all of that good work out but we are using it to reflect on how we have institutionalized some of that work and how new opportunities have been identified to replace or add to our agencies work.

Staff are spending time on the implementation process for these new strategic categories that were developed throughout the process. The new strategic direction has us thinking about organizing our work in new ways, working internally and with the board using new processes, and carving out time to work on new initiatives, the implementation plan for the new strategic direction will take staff several months to organize and develop before we actually get to work on the new areas. A big realization in implementation is that we cannot just stop and pivot directly into this new plan since we have much ongoing work and process to keep on track and the availability of staff time to work on the implementation plan is limited. A first draft showing the strategic direction is attached to this memo.

As staff work on the implementation plan will be reviewing and making final edits to the attached strategic direction. Staff are developing action plans (similar to our current BHAG spreadsheets) and a timeframe for implementation. In a recent staff session, we suggested adding a column to the strategic priorities to capture our ongoing program and service work. Staff felt compelled to make sure we not only showcase and highlight new strategic areas but to outline and show the work that consumes the majority of our core services and staff time.

Throughout the fall and over the next year staff will develop mechanisms to engage and gather feedback from the board on the implementation of the plan. Throughout this first year of the plan, our time will be spent figuring out how to implement the new strategies. In the years following, staff and the board will spend less time on the process and more time talking about priorities and the action plans. Later this year we will ask the board to approve the new action plan which will then be adopted and serve as our annual workplan.

One of the key areas that was identified by staff early in our strategic plan was the lack of time available to act on strategic initiatives. We completed a reality check on this issue and found that looking ahead to the next fiscal year there is very little staff time that goes unallocated and is available to proactively work on things as an agency we want to pursue. When we looked at the RDC employees who are available for project implementation and we excluded Matt, Dawn, and Jackie (who have primary administrative responsibilities for the entire agency) we are left with six “planners”. We completed an analysis on the hours available from those six planners. We started with 6 staff and a normal 2080-hour work year and reduced that total hour amount by paid
holidays and reduced that number further by subtracting an average amount used by employees for things like annual and sick leave. *That left us with a total of 10,800 hours available to work on projects and programs of the RDC.*

Our agency operates on a variety of ongoing “base programs” that use up large portions on employees hours. Programs like EDA (Kirk), transportation (Chad), Prairie Waters (Melissa & Jordan), Meander (Kristi), RLF(Laura), RDC marketing/outreach (Melissa & Jordan).

We also take on a variety of contracts for local jurisdictions shown in the below chart as “contracts in progress”. These are things like hazard mitigation plans, comprehensive plans, grant writing and administration. These are the things that you will see already listed in our 2020 budget, along with projects that we are very close to securing but just don’t have the contract completely signed yet.

We also have a variety of unbillable hours that we use part of our levy to cover. These are things like staff training, some basic outreach that planners do by attending city council meetings, county board meetings annual township meetings or by following up with a plan on how the RDC can help when a local jurisdiction calls us. It also includes some time for staff to engage with me in the hiring planning process or performance evaluations.

Out of the 10,800 hours we started with that only leave a total of 354 hours for all off next year left to work on the projects we have identified that have potential to turn into contracts OR for strategic work that we want to proactively work on that we have identified and opportunities or needs in the region. This was a helpful way to show and explain why staff was frequently feeling stressed that they never had enough time to get to all of the things that they wanted to get to. *If you divide these remaining hours*
equally that means these six planners would have a little more than an hour a week to work on new projects or strategic issues.

After spending time with our strategic plan and identifying opportunities for the RDC, Our challenge is to look at the opportunities and challenges identified in the “under the hood” organizational plan (that Dawn worked on with consultant Don Jones) that might help us internally organize, delegate, and process things differently than we are doing now AND look at the opportunities identified in the strategic plan (that staff and a board subcommittee developed with consultants Andrea and Christa) and find ways to reallocate or assign time to work on these RDC led initiatives.

**Action Requested**
Questions, feedback and ideas on advancing the implementation of a new UMVRDC strategic plan.
ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director
Matt Moe, Finance Officer

DATE: August 27, 2019

RE: Adoption of the FY 2020 Levy, Indirect Cost Plan, Budget

I am asking the Commission to reconfirm all action taken by the UMVRDC Board of Directors at the July 23 meeting.

- **Indirect Cost Plan:** See attached
- **Levy:** See attached resolution that includes the proposed 3% increase in levy per the recommendations by the Budget Committee (RDC Board of Directors). The levy is allocated as a percent according to the net tax capacity as reported by each county and as certified by the Minnesota Department of Revenue. Below is the breakout for FY20.

<table>
<thead>
<tr>
<th>County</th>
<th>Net Tax Capacity</th>
<th>Distribution Percentage</th>
<th>Apportioned Payable 2020</th>
<th>Increase (Decrease) from 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Stone County</td>
<td>$12,125,114</td>
<td>11.6078%</td>
<td>38,869</td>
<td>890</td>
</tr>
<tr>
<td>Chippewa County</td>
<td>24,550,236</td>
<td>23.5028%</td>
<td>78,700</td>
<td>1,308</td>
</tr>
<tr>
<td>Lac Qui Parle County</td>
<td>19,039,658</td>
<td>18.2273%</td>
<td>61,035</td>
<td>5,447</td>
</tr>
<tr>
<td>Swift County</td>
<td>25,213,048</td>
<td>24.1373%</td>
<td>80,825</td>
<td>1,689</td>
</tr>
<tr>
<td>Yellow Medicine County</td>
<td>23,528,515</td>
<td>22.5247%</td>
<td>75,425</td>
<td>419</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$104,456,571</strong></td>
<td><strong>100.0000%</strong></td>
<td><strong>$334,853</strong></td>
<td><strong>$9,753</strong></td>
</tr>
</tbody>
</table>

- **Budget:** Attached is a copy of the proposed budget for FY2020

**ACTION REQUESTED:**
Reconfirm adoption of the FY2020 levy, indirect cost plan, and budget and authorize the signatures on the Resolution of Authorization for county tax levies payable in 2020.
RESOLUTION OF AUTHORIZATION
For
COUNTY TAX LEVIES PAYABLE FY2020
#20-02

WHEREAS, the Upper Minnesota Valley Regional Development Commission (UMVRDC) was duly created under the provisions of the Regional Development Act of 1969; and

WHEREAS, the Regional Development Act of 1969 provides in Section 462.396, Subd. 2 for a tax levy; and

WHEREAS, the 1998 Minnesota Legislature amended Section 462.396 by passage of Laws 1998, Chapter 389, Article 3, Section 17; and

WHEREAS, the Minnesota Department of Revenue has identified the maximum payable 2018 levy limitation for the UMVRDC to be $325,100; and

WHEREAS, the apportionment of the UMVRDC’s tax to each county within the region is based on the ratio of each county’s net tax capacity to the total net tax capacity for the entire region.

NOW BE IT RESOLVED, that the UMVRDC certifies the 2019 property tax levy to the counties within the region as determined by the Minnesota Department of Revenue.

BE IT FURTHER RESOLVED, that a copy of this resolution will be provided to each county auditor within Region 6W.

Adopted this 23rd day of July 2019

ATTEST: 
UMVRDC Representative
Title/Date

ATTEST: 
UMVRDC Representative
Title/Date
<table>
<thead>
<tr>
<th>AGENCY REVENUES</th>
<th>Proposed FY 20 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest</td>
<td>6,500</td>
</tr>
<tr>
<td>Levy (Includes a 3% increase)</td>
<td>321,500</td>
</tr>
<tr>
<td>Potential HH Grants $20,000 - will reduce levy as awarded</td>
<td>(20,000)</td>
</tr>
</tbody>
</table>

**Match Fiscal Year 20- will reduce as matched to contracts below**

- Prairie Waters (20,000)
- Transportation (13,235)
- RLF (10,000)
- Potential grant match (10,000)

| Miscellaneous | 5,000 |

### Ongoing Program Revenue

- EDA Planning Grant | 70,000 |
- Meander | 36,500 |
- Prairie Waters / Get Rural ( $20,000 FY20 Match) | 157,935 |
- Revolving Loan Fund Admin ( Includes 10,000 FY 20 Match) | 66,000 |
- Transportation Planning Grant 19 ( Includes 13,235 FY20 Match) | 88,235 |

### Local Contract Revenue

**New Contracts needed** | **185,000**

#### Technical Assistance

- Benson TA Contract | 42,240 |
- Granite Falls Memorial Park | 3,200 |
- Kerkhoven Comp plan (Includes $5,000 FY19 HH) | 11,760 |
- Maynard Museum | 3,800 |
- Monte Arts - North Staircase Implementation | 1,600 |
- Swift childcare case studies | 5,000 |

#### Grant Writing and Administration

- Appleton RLF Admin | 2,100 |
- Browns Valley Flood Recovery | 2,325 |
- Dawson EDA RDGB grant writing | 3,580 |
- Dawson Library FY19 (Includes $2,150 FY19 HH) | 1,350 |
- LQP County Park Grant # 2 | 4,020 |
- LQP  RLF Admin | 2,100 |
- SCDP Admin - Benson | 6,500 |
- SCDP Admin - Canby | 14,000 |
- SCDP Admin - CGB | 4,438 |
- SCDP Admin - Clarkfield | 21,900 |
- SCDP - Admin Granite Falls | 15,500 |
- SCDP - Admin Milan Watson | 14,000 |

**Totals** | **1,022,848**
<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>540,917</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>270,826</td>
</tr>
<tr>
<td>Commissioner's Expense</td>
<td></td>
</tr>
<tr>
<td>Per Diem</td>
<td>10,000</td>
</tr>
<tr>
<td>FICA</td>
<td>765</td>
</tr>
<tr>
<td>Public Officials Ins.</td>
<td>3,500</td>
</tr>
<tr>
<td>Meeting Expense</td>
<td>1,500</td>
</tr>
<tr>
<td>Travel C&amp;C</td>
<td>6,500</td>
</tr>
<tr>
<td>Training</td>
<td>3,235</td>
</tr>
<tr>
<td>Audit</td>
<td>14,000</td>
</tr>
<tr>
<td>Contract for Services</td>
<td></td>
</tr>
<tr>
<td>UMM GIS - Hazard Mitigation</td>
<td></td>
</tr>
<tr>
<td>Eagle Eye Photography - Get Rural</td>
<td>2,500</td>
</tr>
<tr>
<td>Vidid Marketing - Get Rural</td>
<td>1,000</td>
</tr>
<tr>
<td>CST Students - Get Rural</td>
<td>1,750</td>
</tr>
<tr>
<td>CST Students - General</td>
<td>5,000</td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>2,850</td>
</tr>
<tr>
<td>Additional Contract work</td>
<td>3,000</td>
</tr>
<tr>
<td>Computer Technical Assistance</td>
<td>8,000</td>
</tr>
<tr>
<td>Virtual Server</td>
<td>4,000</td>
</tr>
<tr>
<td>PW visitors guide</td>
<td></td>
</tr>
<tr>
<td>Copy Charge/xerox lease</td>
<td>4,000</td>
</tr>
<tr>
<td>Depreciation</td>
<td>3,000</td>
</tr>
<tr>
<td>Dues</td>
<td>3,000</td>
</tr>
<tr>
<td>Insurance - Liability</td>
<td>1,300</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>2,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,000</td>
</tr>
<tr>
<td>Office Rent</td>
<td>12,210</td>
</tr>
<tr>
<td>Postage</td>
<td>3,500</td>
</tr>
<tr>
<td>Printing/Advertising</td>
<td>4,500</td>
</tr>
<tr>
<td>RDC Marketing</td>
<td>2,000</td>
</tr>
<tr>
<td>Registration - Conference</td>
<td>4,000</td>
</tr>
<tr>
<td>Repairs/Maintenance</td>
<td>1,000</td>
</tr>
<tr>
<td>Software GMS/GIS/General</td>
<td>8,650</td>
</tr>
<tr>
<td>Sub./Publications</td>
<td>2,000</td>
</tr>
<tr>
<td>Supplies</td>
<td>4,500</td>
</tr>
<tr>
<td>Staff Costs</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>30,000</td>
</tr>
<tr>
<td>Morale</td>
<td>2,000</td>
</tr>
<tr>
<td>Wellness</td>
<td>2,000</td>
</tr>
<tr>
<td>Telephone/Internet</td>
<td>8,000</td>
</tr>
<tr>
<td>Web Hosting/Maintenance</td>
<td>3,500</td>
</tr>
<tr>
<td>Pass Thru Activity</td>
<td></td>
</tr>
<tr>
<td>Benson Conference Materials</td>
<td></td>
</tr>
<tr>
<td>Meander</td>
<td>23,000</td>
</tr>
<tr>
<td>Prairie Waters Ads</td>
<td>16,000</td>
</tr>
<tr>
<td>Totals</td>
<td>1,020,503</td>
</tr>
</tbody>
</table>

**EXCESS REV. OVER EXP.**

2,345
CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

1. All costs included in the proposal dated 07/23/2019 to establish indirect costs rates for the period 7/1/19 through 6/30/20 are allowable in accordance with the requirements of the grant(s), contracts(s), and agreement(s) to which they apply and OMB Uniform Guidance. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

2. All costs included in this proposal are properly allocable to Federal Awards on the basis of a beneficial or casual relation between expenses incurred and the agreements to which they are allocated in accordance with the applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any significant accounting changes affecting the indirect cost rate.

3. The indirect cost rate calculated with in the proposal is $25.72 per hour, which was calculated using an indirect cost rate base of direct hours worked. The calculations were based on the FY20 budget to obtain a federal indirect cost billing rate for fiscal year 2020.

4. All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.


Governmental Unit: Upper MN Valley Regional Development Commission

Signature: ________________________________  Signature: ________________________________
Name of Authorized Official: Dawn Hegland  Name of Authorized Official:  
Title: Executive Director  Title: Chairman  
Date of Execution: 07/23/2019  Date of Executive: 07/23/2019
LOBBETING CERTIFICATE

This is to certify that I have reviewed the indirect cost rate proposal prepared and maintained herewith and to the best of my knowledge and belief:

As the official having the authority to negotiate indirect cost rates on behalf of the:

Upper MN Valley Regional Development Commission, I hereby certify that the Organization has complied with the federal requirements and standards on lobbying costs as set forth in OMB's Uniform Guidance in the development of the indirect cost billing rate for the fiscal year ending 6/30/19, based on the FY2019 budget.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Organization Name: Upper MN Valley Regional Development Commission

Signature:

Name of Authorized Official:

Title: Chairman

Date of Execution: 7/23/2019
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: August 27, 2019
RE: Elect Board of Directors

I am asking the Commission to reconfirm all action taken by the UMVRDC Board of Directors at the July 23 meeting.

The elected officials from each county nominated the following for the Board of Directors. From this slate of Board of Directors must come a nominee for Vice Chairperson and Secretary/Treasurer who will be elected at the annual meeting. Chairperson and board members may serve four (4) consecutive years.

Board of Director Nominees:

- **Big Stone County:**
  - Rusty Dimberg – FY 2017, 2018, 2019, 2020
  - Chad Hoppe - Alternate

- **Chippewa County:**
  - Jim Schmaedeka FY 2020
  - Jim Dahlvang - Alternate

- **Lac qui Parle County:**
  - Mark Bourne – FY 2017, 2018, 2019, 2020
  - Brett Buer - Alternate

- **Swift County:**
  - Gary Hendrickx – FY 2017, 2018, 2019, 2020
  - Warren Rau - Alternate

- **Yellow Medicine County:**
  - Gene Stengel - FY 2017, 2018, 2019, 2020
  - Gene Bies - Alternate

**ACTION REQUESTED:**
Reconfirm the Board of Directors approval of the FY 2020 Board of Directors.
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: August 27, 2019
RE: Elect FY2020 Officers

I am asking the Commission to reconfirm all action taken by the UMVRDC Board of Directors at the July 23 meeting.

The nominating committee members (Roy, Rusty, Lucas) developed nominations for a chairperson for FY2020. They also presented nominees for Vice Chair and Secretary/Treasurer, but these nominees were first nominated for the Board of Directors from the city, township, school and county elected officials in each of the counties in the RDC region.

ACTION REQUESTED:
Confirm the nomination of the FY2020 Officers:
   Gary Johnson as Chair,
   Mark Bourne as Vice Chair,
   Gary Hendrickx as Secretary/Treasurer.
ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: August 27, 2019

RE: Board Membership Appointments

I am asking the Commission to reconfirm all action taken by the UMVRDC Board of Directors at the July 23 meeting.

All UMVRDC designated local jurisdiction/elected official positions that are defined in our bylaws are currently filled.

At the May UMVRDC meeting the board also voted to invite the following four (4) public interest representatives from the region. We sent letters to these individuals and all are willing to serve the 1-year term.

- Dawn Regnier - Minnesota West Community & Technical College Dean of Career and Workplace Solutions confirmed interest
- Amanda Luepke – Clarkfield City Administrator confirmed interest
- Carrie Bendix – SW MN PIC Executive Director – confirmed interest
- Diane Kepner – Prairie Five Community Action Board Member – confirmed interest

Using the application and process established by the board, I met and discussed board membership with Amanda who is interested in filling our current public interest representative vacancy, her application is attached.

ACTION REQUESTED

To reconfirm approval of the appointment of the four Public Interest Representatives:

- Dawn Regnier – dean of career & workplace solutions
- Amanda Luepke – city administrator
- Carrie Bendix – workforce development director
- Diane Kepner – community action board member
ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: August 27, 2019

RE: Committee Assignments

Following is a list of current committee assignments. The members serve at the Commission’s discretion and are re-appointed each year.

**RDC Committee Assignments:**

- **RLF**
  - Three members including RLF Chairperson
- **ATP-4/TAC**
  - One elected official from Big Stone or Swift Counties
- **ATP-8/TAC**
  - Two county commissioners from Chippewa, Lac qui Parle, or Yellow Medicine Counties

**RDC Advisory Committees:**

**RLF Loan Advisory Committee**
The Loan Advisory Board is made up of the following representatives:
- 5 County Commissioners (one from each county)
- 5 Economic Development (ED) Representatives (one from each county)
- 3 UMVRDC Representatives (one as the chairman and only votes when a tie occurs)
FY18 Representatives were: Gary Hendrickx (Chairman), Gary Johnson & Warren Rau

It was requested that current members who did not wish to continue their membership on the Loan Advisory Board to inform Laura by July 26th and she will report at the meeting if there are any changes to the below committee makeup.

**UMVRDC**
3 Representatives

**Swift County**
- Joe Fox – County Commissioner

**Yellow Medicine County**
- Glen Kack – County Commissioner

**Big Stone County**
- Erick Klepel – County Commissioner

**Lac qui Parle County**
- Ben Bothun – County Commissioner

**Chippewa County**
- Jeff Lopez – County Commissioner
**Western MN Prairie Waters Advisory Committee**

The Prairie Waters Advisory Board is made up of the following representatives:
- 1 representative per all member counties appointed by the county boards.
- 1 representative from all member cities pledging $3,500 or more.
- The remaining members shall be at-large representing businesses and individuals who are fiscally supporting Prairie Waters.

**Swift County**
Gary Hendrickx (Chair) – County Commissioner

**Chippewa County**
Matt Gilbertson – County Commissioner

**Yellow Medicine County**
John Berends – County Commissioner

**Lac qui Parle County**
Ben Bothun – County Commissioner

**Madison**
Maynard Meyer – City Rep./Chamber/Business

**Granite Falls**
Vacant - Chamber

**Appleton**
Angel Molden – City Business

**Benson**
Vacant

**Montevideo**
Jim Curtiss – City Rep.

**Canby**
Becca Schrupp – Chamber

**Dawson**
Tami Schuelke-Sampson – City Rep

**Transportation Advisory Committee**

MnDOT created the Area Transportation Partnerships (ATPs) to emphasize greater public involvement in preparation of transportation plans and programs. Every year, the ATPs develop an Annual Transportation Improvement Program (ATIP). ATIPs cover a minimum four-year period. ATIPs include all projects seeking federal aid highway, state trunk highway, and federal transit sources of funding. Big Stone and Swift Counties are covered by MnDOT District 4 and Chippewa, Lac qui Parle and Yellow Medicine Counties are covered by MnDOT District 8. The UMVRDC is required to appoint 1 county representative for the MnDOT District 4 ATP and 2 elected officials for the MnDOT District 8 ATP.

FY19 Representatives were: Jim Dahlvang & Gary Johnson to ATP 8/TAC
Rusty Dimberg to ATP 4/TAC

The UMVRDC has established a Transportation Advisory Committee (TAC) who met earlier this year in March to review and discuss the District 4 and District 8 2018-2021 draft ATIPs with MnDOT. The TAC included: all 5 county engineers, our appointed ATP members, a shipping/hauling industry representative, a public transit representative, a transportation at-large representative, a railroad representative, a tribal transportation representative, a bike/pedestrian representative, a school representative, an emergency services representative and several ex-officio members. That structure was created when the TAC had formal responsibility within the ATP structure. That structure has since changed, and a reorganizational plan needs to be developed for the TAC by the RDC Transportation Planner in FY 2020.
**ACTION REQUESTED:**

1. To reconfirm the UMVRDC Board of Directors appointments to the following:
   a. Gary Hendrickx, Gary Johnson, Warren Rau to the RLF Advisory Committee
   b. Jim Dahlvang and Gary Johnson to ATP 8, Lucas Olson to ATP 4

2. To reconfirm the UMVRDC Board of Directors approval of the RDC Advisory Committee Members for the RLF and Prairie Waters.

3. Reconfirm approval of paying per diem and mileage for:
   - ATP UMVRDC Board appointees
   - RLF appointees and all RLF advisory committee members
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: August 27, 2019
RE: Depository

I am asking the Commission to reconfirm all action taken by the UMVRDC Board of Directors at the July 23 meeting.

The Commission takes action to designate official depositories each fiscal year. In recent years the difference in interest rates has been insignificant in relation to how much work and cost it is to change accounts for our checking and RLF savings accounts. At our last January budget committee meeting we discussed some investment options and we will continue to look for the best interest rate for our investments. Since that time we have invested some of our funds in the MAGIC Fund.

Our current account locations are as follows:
- Prairie Sun Bank - General Checking and Money Market account
- Farmers and Merchants - Two RLF Savings accounts
- State Bank of Bellingham – Three Certificate of Deposits
- Magic Fund – Investments in their Magic Term

Staff recommended keeping the four entities as our depositories for FY2020.

ACTION REQUESTED:
To reconfirm the designation of the UMVRDC depositories for agency funds for FY2020.
ACTION MEMO

TO: Upper MN Valley RDC Commissioners  
FROM: Dawn Hegland, Executive Director  
DATE: August 27, 2019  
RE: UMVRDC Meeting Schedule

I am asking the Commission to reconfirm all action taken by the UMVRDC Board of Directors at the July 23 meeting.

The UMVRDC meeting dates are shown below. If you are aware of any state association meetings that conflict with these meetings and that would affect a number of RDC board members, please bring that to my attention and we can discuss possible changes to UMVRDC meetings dates.

MONTHLY BOARD MEETING SCHEDULE
All meetings begin at 6:30pm on the 4th Tuesday/month unless notified otherwise.

July 23, 2019 – Annual Meeting
August 27, 2019
September 24, 2019
October 22, 2019
November 26, 2019
December – No Meeting
January 28, 2020
February 25, 2020
March 24, 2020
April 28, 2020
May 26, 2020
June 23, 2020

ACTION REQUESTED:  
To reconfirm approval of the UMVRDC meeting schedule for FY2020.
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: August 27, 2019
RE: Annual Report

I am asking the Commission to reconfirm all action taken by the UMVRDC Board of Directors at the July 23 meeting.

The 2019 Annual Report has been completed and was presented for adoption at the annual meeting. It will be mailed to several stakeholders throughout our region and the state later this month and will be part of an electronic mailing as well. It will also be available digitally on our website. Additional printed copies will be distributed by staff at various meetings and events throughout the rest of the coming year.

Action Requested
Reconfirm adoption of the fiscal year 2019 UMVRDC Annual Report.
RDC BOARD MINUTES-ANNUAL MEETING
Upper Minnesota Valley Regional Development Commission
Graceville City Hall – Graceville
July 23, 2019

Board Members Present: Jim Dahlvang, Mark Bourne, Jim Schmaedeka, Gary Johnson, Gary Hendrickx, Windy Block, Lucas Olson, Warren Rau, Brett Buer, Jim Curtiss, Chuck Swanson

Board Members Absent: Jeff Olson, Gene Stengel, Gene Bies, Diane Kepner, Roy Marihart, Bill McGeady, Rusty Dimberg, Carrie Bendix, Dawn Regnier, Chad Hoppe, Jay Backer

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

Guests: Amanda Luepke, Gary Nelson, Senator Westrom, Lawrence Schuelberger, Carson Quellette

Call to Order
Chairman Johnson called the meeting to order at approximately 7:15pm
Introductions made

Approve Agenda/Additions
M/S/P – Gary Hendrickx, Mark Bourne made motion to approve the agenda as presented.

Round Robin Discussion:
• Not held

M/S/P – Gary Hendrickx, Mark Bourne made motion to open the public hearing at 7:20pm for-the-purpose of receiving public comment(s) on the FY20 work plan, budget, indirect cost plan and proposed levy.

1. Consent Agenda Items
   a. Minutes from BOD Meeting July 8, 2019
   b. June 2019 Treasurer’s Report and List of Bills
   c. RLF Treasurer’s Report
   d. FY20 Fund Balance Schedule/Policy/Resolution
   e. Clara City SCDP Application Contract
   f. Meander Fiscal Agent

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

• Approval of the board of director’s minutes from July 8, 2019
• Approval of the June 2019 Treasurer’s Report along with the payment listings (20655-20687) and ACH transactions as presented
• Approval of the lending balances on the June RLF Treasurer’s Report of $340,918.25-original and $129,669.85-disaster
• Approval of the existing Governmental Accounting Standards Board (GASB 54) policy with no changes; approval of the FY20 Fund Balance Schedule; approval of the FY20 Fund Balance Resolution
• Approval and authorization of signature on the contract for $10,000 with the City of Clara City to author a Small Cities Development Program grant
• Approve the fiscal agent agreement between the RDC and Meander with the executive director’s signature on the grant application to Southwest Minnesota Arts Council (SMAC)

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 activities that have required Dawn’s time and attention.
   c. RLF Update – Loan status report on loan activity.
   d. Strategic Planning Implementation – Staff have been meeting to develop a plan for implementation of the strategic plan with a consultant team. There may be a need for additional funds from reserves to finish the implementation.
   e. Blandin Intelligent Community Framework Workshop – The agency is co-hosting with Blandin to hold a workshop on the Intelligent Community Framework (ICF) in August.

M/S/P – Mark Bourne, Jim Dahlvang made motion to close the public hearing at 7:25pm. No citizen comments were received.

3. Action Items
   a. Adoption of the FY20 Work Plan, Indirect Cost Plan, Budget and Levy

   M/S/P – Gary Hendrickx, Mark Bourne made motion to accept and adopt the work plan, levy, indirect cost plan, and proposed budget for FY20 of revenues of $1,022,848 and expenses of $1,020,503; and authorize the signatures on the Resolution of Authorization for county tax levies payable in 2020.

   b. Elect Board of Director
      The elected officials from each county have nominated the Board of Directors.

      Big Stone County: Rusty Dimberg
      Chippewa County: Chad Hoppe – alternate
      James Schmaedeka
      Jim Dahlvang - alternate
      Lac qui Parle County: Mark Bourne
      Brett Buer - alternate
      Swift County: Gary Hendrickx
      Warren Rau - alternate
      Yellow Medicine County: Gene Stengel
      Gene Bies – alternate
M/S/P – Gary Hendrickx, Mark Bourne made motion to certify the board of directors and alternates as presented for FY20.

c. Elect Officers
The nominating committee members developed nominations for the FY20 officers from the board of directors.

M/S/P – Mark Bourne, Jim Dahlvang made motion to cast a unanimous ballot to elect the following as officers for FY20: Gary Johnson as Chair, Mark Bourne as Vice Chair, and Gary Hendrickx as Secretary/Treasurer.

d. Board Membership Appointments
The following four individuals were voted to serve on the board for a 1-year term as public interest representatives from the region.

The nominations received for public interest group representatives are as follows:
- Prairie Five CAC – Diane Kepner, Board Member
- City Manager/Administrator/Clerk – Amanda Luepke, Clarkfield
- Executive Director – Carrie Bendix, SW MN Private Industry Council
- Dean of Career & Workplace Solutions – Dawn Regnier, MnWest Community & Technical College

M/S/P - Jim Dahlvang, Gary Hendrickx made motion certifying the public interest group representatives to serve on the UMVRDC board for FY20.

e. Committee Assignments
Current UMVRDC committee assignments that are re-appointed each year for the Revolving Loan Fund, Western MN Prairie Waters and Transportation.

**Revolving Loan Fund Advisory Committee**
UMVRDC
3 Representatives (Gary Hendrickx, Gary Johnson, Warren Rau)

**Swift County**
Joe Fox – County Commissioner

**Yellow Medicine County**
Glen Kack – County Commissioner
Craig Bakkelund – EDA/Banker Rep.

**Big Stone County**
Erick Klepel – County Commissioner

**Lac qui Parle County**
Ben Bothun – County Commissioner
Carie Driessen – EDA/Banker Rep.
Chippewa County
Jeff Lopez – County Commissioner

M/S/P – Jim Dahlvang, Mark Bourne made motion to approve the UMVRDC Revolving Loan Fund Advisory committee members for FY20 and to pay per diem and mileage for the appointed UMVRDC board members (Gary Hendrickx, Gary Johnson and Warren Rau). The remaining RLF members are reimbursed mileage only.

Western MN Prairie Waters Advisory Committee
At-Large: VACANT
Swift County: Gary Hendrickx (Chair) – County Commissioner
Chippewa County: Matt Gilbertson – County Commissioner
Yellow Medicine County: John Berends – County Commissioner
Lac qui Parle County: Ben Bothun – County Commissioner
Madison: Maynard Meyer – City Rep/Chamber/Business
Benson: VACANT – City Rep/Chamber/Business
Granite Falls: Cathy Anderson – City Rep/Chamber
Appleton: Angel Molden – City Business
Montevideo: Jim Curtiss – City Rep
Canby: Becca Schrupp – Chamber
Dawson: Tami Schuelke-Sampson – City Rep

M/S/P – Jim Dahlvang, Mark Bourne made motion to approve the Western MN Prairie Waters Advisory Committee members for FY20.

Transportation Advisory Committee
The UMVRDC is required to appoint 1 county representative for the MnDOT District 4 ATP and 2 elected officials for the MnDOT District 8 ATP.

FY20 Nominee Representatives: Jim Dahlvang & Gary Johnson – ATP 8/TAC
Lucas Olson – ATP 4/TAC

M/S/P – Gary Hendrickx, Mark Bourne made motion to appoint Lucas Olson as representative to ATP-4/TAC and to appoint Jim Dahlvang and Gary Johnson as representatives to ATP-8/TAC for FY20. Per diem and mileage will be paid to these representatives.

f. Designation of UMVRDC Depository
Current account type and location:
   Prairie Sun Bank – General checking and Money Market account
   Farmers and Merchants – Two RLF Savings accounts
   State Bank of Bellingham – Three Certificate of Deposits
   MAGIC Fund – Investments in their MAGIC term

M/S/P – Gary Hendrickx, Jim Dahlvang made motion to designate and approve official depository for agency funds for FY20 as listed.
g. UMVRDC Meeting Schedule
All meetings are tentatively scheduled for the 4th Tuesday of each month beginning at 6:30pm unless otherwise noted.

M/S/P – Gary Hendrickx, Jim Dahlvang made motion to approve the FY20 meeting schedule.

h. FY19 UMVRDC Annual Report
This report will be sent to several stakeholders in our region and will be distributed by staff at various meetings and events over the next year.

M/S/P – Mark Bourne, Jim Dahlvang made motion to adopt the 2019 Annual Report.

i. Clara City Hedgehog Request
The city has requested assistance with a Small Cities Development Program grant application. The application is due November 2019. Total cost is $10,000.

M/S/P – Gary Hendrickx, Jim Dahlvang made motion to approve and fully fund the hedgehog request of $5,000 from the City of Clara City.

j. RLF Loan Advisory Board Recommendations
The Dryer Doctors are requesting a loan to purchase real estate to house their expanding business in Montevideo. The UMVRDC would have a 2nd position on the real estate.

M/S/P – Gary Hendrickx, Mark Bourne made motion to approve the loan request of $28,000 at 5% for 10 years from the original account.

Picht’s Auto Body and Glass
The borrower is requesting a loan modification to allow the owner, Chad Christianson, to start making loan payments to his parents for the $45,000 CD he used when this project was first financed.

M/S/P – Jim Dahlvang, Gary Hendrickx made motion to approve the modification to Picht’s Auto Body and Glass loan.

Adjournment
A motion by Mark Bourne, Gary Hendrickx for adjournment was made at 8:00pm. Meeting ended.

APPROVED BY:Gary Johnson
PREPARED BY:Jackie Sigdahl
RDC ChairmanRDC Administrative Assistant
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: August 27, 2019
RE: July 2019 Treasurer's Reports & Payment Listing

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

ACTION REQUESTED:
For the Commission to approve the July 2019 Treasurer’s Report, and Board Payment Listing with all checks (check # 20688–20734) and all ACH transactions.
<table>
<thead>
<tr>
<th>Agency Revenues</th>
<th>FY20 Budget</th>
<th>Current July</th>
<th>YR-To-DT July</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest</td>
<td>6,500</td>
<td>2,273</td>
<td>2,273</td>
<td>35%</td>
</tr>
<tr>
<td>Levy</td>
<td>321,500</td>
<td>6</td>
<td>6</td>
<td>0%</td>
</tr>
<tr>
<td>Potential HH Grants $20,000 - will reduce levy as awarded</td>
<td>(20,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Match Fiscal Year 20 - will reduce as matched to contracts below</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Prairie Waters</td>
<td>(20,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transportation</td>
<td>(13,235)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>RLF</td>
<td>(10,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Potential grant match</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>5,000</td>
<td>1,158</td>
<td>1,158</td>
<td>23%</td>
</tr>
<tr>
<td><strong>Ongoing Program Revenue</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>EDA Planning Grant</td>
<td>70,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Meander</td>
<td>36,500</td>
<td>50</td>
<td>50</td>
<td>-</td>
</tr>
<tr>
<td>Prairie Waters / Get Rural ( $20,000 FY20 Match)</td>
<td>157,935</td>
<td>42,174</td>
<td>42,174</td>
<td>27%</td>
</tr>
<tr>
<td>Revolving Loan Fund Admin ( Includes 10,000 FY 20 Match)</td>
<td>66,000</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Transportation Planning Grant 19 ( Includes 13,235 FY20 Match)</td>
<td>88,235</td>
<td>-</td>
<td>-</td>
<td>0%</td>
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<tr>
<td><strong>Local Contract Revenue</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>New Contracts needed</td>
<td>185,000</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Technical Assistance</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Benson TA Contract</td>
<td>42,240</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Granite Falls Memorial Park</td>
<td>3,200</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Kerkhoven Comp plan (Includes $5,000 FY19 HH)</td>
<td>11,760</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Maynard Museum</td>
<td>3,800</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Monte Arts - North Staircase Implementation</td>
<td>1,600</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Swift childcare case studies</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Grant Writing and Administration</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Appleton RLF Admin</td>
<td>2,100</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Browns Valley Flood Recovery</td>
<td>2,325</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Dawson EDA RDGB grant writing</td>
<td>3,580</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Dawson Library FY19 (Includes $2,150 FY19 HH)</td>
<td>1,350</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>LQP County Park Grant # 2</td>
<td>4,020</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>LQP RLF Admin</td>
<td>2,100</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SCDP Admin - Benson</td>
<td>6,500</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>SCDP Admin - Canby</td>
<td>14,000</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>SCDP Admin - CGB</td>
<td>4,438</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>SCDP Admin - Clarkfield</td>
<td>21,900</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SCDP - Admin Granite Falls</td>
<td>15,500</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>SCDP - Admin Milan Watson</td>
<td>14,000</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>1,022,848</td>
<td>45,661</td>
<td>45,661</td>
<td>4%</td>
</tr>
<tr>
<td><strong>Pass-Thru Revenue (not included above)</strong></td>
<td>-</td>
<td>38,011</td>
<td>38,011</td>
<td>-</td>
</tr>
<tr>
<td>Expenses</td>
<td>FY20 Budget</td>
<td></td>
<td></td>
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<tr>
<td>----------------------------------</td>
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<td></td>
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<tr>
<td><strong>Salaries/Fringe</strong></td>
<td></td>
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<tr>
<td><strong>Commissioner’s Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Diem / FICA</td>
<td>10,765</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Public Officials Ins.</td>
<td>3,500</td>
<td></td>
<td></td>
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<tr>
<td>Meeting Expense</td>
<td>1,500</td>
<td></td>
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<tr>
<td>Travel C&amp;C</td>
<td>6,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>3,235</td>
<td></td>
<td></td>
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<tr>
<td><strong>Audit</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Contract for Services</strong></td>
<td></td>
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<tr>
<td>Eagle Eye Photography - Get Rural</td>
<td>2,500</td>
<td></td>
<td></td>
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<tr>
<td>Vidid Marketing - Get Rural</td>
<td>1,000</td>
<td></td>
<td></td>
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<tr>
<td>CST Students - Get Rural</td>
<td>1,750</td>
<td></td>
<td></td>
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<tr>
<td>CST Students - General</td>
<td>5,000</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Strategic Planning</td>
<td>2,850</td>
<td></td>
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<tr>
<td>Additional Contract work</td>
<td>3,000</td>
<td></td>
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<tr>
<td>Computer Technical Assistance</td>
<td>8,000</td>
<td></td>
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<tr>
<td><strong>Virtual Server</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Copy Charge/xerox lease</td>
<td>4,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>3,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues</td>
<td>3,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>1,300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Fees</td>
<td>2,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office Rent</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>3,500</td>
<td></td>
<td></td>
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<tr>
<td><strong>Printing/Advertising</strong></td>
<td></td>
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<tr>
<td>RDC Marketing Item</td>
<td>2,000</td>
<td></td>
<td></td>
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<tr>
<td>Registration/Conference</td>
<td>4,000</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Repairs/Maintenance</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software GMS/GIS/General</td>
<td>8,650</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sub./Publications</td>
<td>2,000</td>
<td></td>
<td></td>
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<tr>
<td><strong>Supplies</strong></td>
<td></td>
<td></td>
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<tr>
<td>Telephone/Internet</td>
<td>8,000</td>
<td></td>
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</tr>
<tr>
<td><strong>Staff Expense</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Travel</td>
<td>30,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morale</td>
<td>2,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellness</td>
<td>2,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Hosting/Maintenance</td>
<td>3,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pass Thru Activity</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Meander</td>
<td>23,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prairie Waters Ads</td>
<td>16,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>1,020,503</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXCESS REV. OVER EXP.</strong></td>
<td>2,345</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

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**Total Checks/ACH payments**: 258,815.90
TO: Upper MN Valley RDC Commissioners  
FROM: Laura Ostlie, Community Development Planner  
DATE: August 27, 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.

July 2019 Transaction Notes:
- Closed the Krave Wellness Studio’s $26,000 Original RLF loan
- Closed on The Dryer Doctor’s $28,000 Original RLF loan

ACTION REQUESTED:
To approve the UMVRDC’s July 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: $329,626.84 (Original RLF) and $134,344.13 (Disaster RLF).
### July 2019 RLF TREASURER’S REPORT

#### Reporting Transactions

<table>
<thead>
<tr>
<th>Borrower</th>
<th>Original RLF Loan Amount</th>
<th>Disaster RLF Loan Amount</th>
<th>Interest Rate</th>
<th>Term (years)</th>
<th>Loan Closed</th>
<th>Notes</th>
<th>June Payments</th>
<th>Disbursement</th>
<th>Repayments</th>
<th>Total Original RLF Funds:</th>
<th>Balance at 7/31/19</th>
<th>Disaster RLF Funds Balance at 7/31/19</th>
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### Balance of Bank Accounts

#### Total Original RLF Funds: $1,219,301.27

- Previous month’s bank balance: $366,918.25
- Loan Repayment: $14,566.46
- Loan Disbursement: $(54,000.00)
- July ’19 - Bank Interest: $190.93
- Admin Transfer - $(0.00)

#### Total Disaster RLF Funds: $516,780.64

- Origination or Loan Payoff Fees: $1,951.20
- Bank Account Balance at 7/31/19: $329,626.84

**Balance available for lending: $329,626.84**
CONSENT MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Matt Moe, Finance Officer

DATE: August 27, 2019

RE: Dana Cole & Company Engagement Agreement

An agreement confirming our understanding of the services provided for our fiscal year 2019 audit by Dana F. Cole & Company. Details of the audit areas and procedures are listed in the agreement.

ACTION REQUESTED:
Authorization for the Executive Director to sign the agreement with Dana Cole & Company for auditing services for fiscal year 2019.
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: August 27, 2019
RE: NADO Annual Training Conference

In October, NADO will be having their annual training conference in Reno, NV. Kirk and I are requesting approval to attend and possibly have the chairman attend. The cost to attend is estimated below.

**Reno, NV  October 19-23, 2019**
Cost estimate per person
$350 airfare
$595 registration
$129/night hotel (3-4 nights)
Additional costs mileage to airport, taxi and some meals

In our budget the NADO conference is included as part of my annual training budget. It is also eligible under Kirks’ EDA budget. We also annually budget for training for Commissioners.

I have talked with Gary Johnson about his interest in attending as well. If he attends this would also authorize per diem for those dates.

**ACTION REQUESTED:**
Authorization for RDC staff and the chair to attend the NADO annual training conference in Reno, NV in October. Also authorize per diem for the chairman.