



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
January 28, 2020 - 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 Recommendation
- b. LqPV Hedgehog Request

2. **Information Items**

- a. Planner Update
- b. Executive Director Update
- c. RLF Update
- d. Mileage Rate Update

3. **Discussion Items**

- a. February Meeting
- b. Cost of Living Adjustment
- c. Policy Revisions
- d. Health Savings Account Contribution
- e. Executive Director Performance Evaluation
- f. Organizational Restructuring
- g. Staffing
- h. Emergency Executive Director Succession Plan
- i. BOD Personnel Committee Minutes

4. **Consent Agenda Items**

- a. Minutes from November 2019
- b. November & December 2019 Treasurer's Report and Board Payment Listings
- c. RLF Treasurer's Report
- d. MN Pay Equity Report
- e. NADO Policy Conference
- f. LQPV SRTS Engineering Contract
- g. Dawson MNHS – Roof Implementation Contract
- h. Byway MNHS Tear Map 01 Grant Contract
- i. City of Clara City DEED RGP Contract
- j. City of Benson Technical Assistance Contract
- k. FY20 Budget Revision

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: NONE

Citizen Comments:

Adjournment:

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: January 28, 2020
RE: RLF Loan Advisory Board Recommendations

Disaster and Original Revolving Loan Fund Plan Updates- Following an EDA consultation around our current Original and Disaster RLF loan plans, the following proposed recommendations will provide additional flexibility along with identify the new reporting requirements within each of the plans.

EDA Specific RLF Guidelines

1. Allowable cash percentage: Effective Jan. 2, 2018, EDA replaced the Capital Utilization Rate of 25 percent with region-specific Allowable Cash Percentage (ACP) that is updated annually. The ACP is the average cash available for RLFs in the Chicago EDA region and is used for risk rating RLFs according to the Risk Analysis System.

Lending activity will be managed so that the cash available for lending is less than the current ACP in effect for the Chicago Region. However, if the Cash Available for Lending is greater than 50% of the RLF Capital Base for 24 consecutive months, EDA may take action to disallow the persistent excess cash.

2. EDA reporting: UMRDC will maintain compliance with all EDA reporting requirements.
3. Audits: The EDA RLF is subject to an annual audit in compliance with 2 CFR Part 200, Subpart F.

Size of Loans

The fund will make loans in the range of \$5,000-\$200,000. Previously, the RLF's maximum amount was \$100,000.

Action Requested:

Approve the RLF Advisory Board recommendation to update the Disaster and Original Revolving Loan Fund Plan.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Chad Kingstrom, Community Development Specialist
DATE: January 28, 2020
RE: Lac qui Parle Valley School District Hedgehog Request

LQPV has requested assistance for writing a Safe Routes to School Engineering grant application for engineering services at the Appleton-Milan and Madison-Marietta-Nassau school campuses. The total contract cost will be \$2,000 and they are requesting \$1,000 from the UMRDC Hedgehog program.

In FY 2020 we have expended the following in Hedgehog Grants.

- \$5,000 Clara City SCDP Grant Writing
- \$5,000 Appleton SCDP Grant Writing
- \$5000 Swift County OHV Master Plan
- \$4000 Granite Falls TAP Grant Writing

Hedgehog Grant Program

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

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

The Commission has the following options:

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

ACTION REQUESTED

Review the Hedgehog Grant Application request for \$1,000 from Lac qui Parle Valley School District and recommend action.



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

Hedgehog Grant Review Criteria

Date: January 28, 2020
City/County/Township/Tribal/School District Name: Lac qui Parle Valley School District
Project Name: LQPV SRTS Engineering Grant
Cost: \$ <u>2000</u> Total Estimated Project Cost \$ <u>1000</u> Requested Amount from Hedgehog Grant (50% of the total project cost up to \$5,000.)
\$ <u>0</u> Amount left for cities under 500
\$ <u>0</u> Amount left for other units of government

Criteria	
No	City under 500 population
No	Has not received a Hedgehog Grant this RDC fiscal year (July-June)
Yes	UMVRDC proposal accepted and contract in place
Grant Writing	Eligible project area:
2012	Year of last contract with RDC
Yes	Potential for follow up contract administration
\$2000	Total contract amount
Yes/No	RDC Recommended for funding DATE: _____

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

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

DATE: January 28, 2020

RE: **Planner Update**

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

CONTRACTS:**Benson Technical Assistance – Laura, Melissa, and Kirk**

RDC staff have been working with the city to plan the preparation of an upcoming EDA grant application. Staff, along with the city manager met with Darrin Fleener, the Chicago based EDA representative to discuss strategies around that process. RDC staff, along with city, county, and state officials met at the CASE manufacturing location in Benson to discuss future opportunities. Meetings with prospective RLF applicants, application review, and loan committee review meetings. RDC staff have also been putting together the final touches for the 2020 International Biomass Conference booth.

Dawson MNHS project – Kristi

Kristi worked with the city of Dawson to finalize 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. The city received this grant in full for \$184,000. The city now wants to contract with the UMRDC to help implement this grant to help with grant reporting etc.

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. Final plan update edits, including relevant updates relating to 2019 spring flooding, are complete. The HSEM review process has been completed and FEMA review initiated. FEMA review of the LQP Plan is complete and SC is forthcoming. In advance of final FEMA approval, we've initiated additional public engagement to facilitate any further input and feedback. Review and acceptance will take place upon direction of County EM's before final county approval and other jurisdictional approval and adoption.

Memorial Park – Kristi

Granite Falls did not receive funding this year from the GMPRTC for Phase 4. We continue to work with the city to implement their master plan for the park.

Clara City SCDP Application – Laura

Clara City's preliminary SCDP application was deemed marginally competitive and is now in the process of the full application that is due February 28th. The required public hearing will take place early February.

Appleton SCDP Application – Kristi and Laura and Kirk

Appleton's preliminary SCDP application was deemed marginally competitive and is now in the process of the full application that is due February 28th. The required public hearing will take place early February.

Milan/Watson SCDP – Laura and Jordan

The Milan/Watson SCDP community meetings are scheduled for January 22nd. The city's goals are for 14 owner-occupied, 16 units for multi-family and 4 commercial units to be rehabbed by September 2022.

Canby SCDP – Laura and Jordan

Canby's SCDP community meetings are scheduled for January 29th. The city's goal to rehab 17 owner occupied homes and 12 commercial properties will have until September 2022 within their SCDP grant.

Benson SCDP – Laura

The Benson SCDP project has all 20 owner occupied projects solidified. The remaining commercial projects have been identified and are on goal to finish by the September deadline.

Granite Falls SCDP Admin – Laura and Jordan

The Granite Falls SCDP project has had one rental inspection along with another in the proceed process. For the owner occupied activity, four properties are in the bid stage, one in inspection, one in proceed, along with additional applications being reviewed. Granite's commercial activity has four bid packets out, two sorting out financing, and four application taken.

Clarkfield SCDP Admin – Laura and Jordan

A public infrastructure bids are on target to go out and construction is planned to start spring 2020. Four owner occupied application currently out, while three are in bids, one in financing, and three in the proceed process. A commercial preconstruction conference has taken place for the project in the proceed process, while two bids packets have been sent out and one additional inspection has taken place.

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.

Madison Arts Council– Kristi

The Biome project is being worked on and will be installed this coming spring, The UMRDC procured from the Southwest MN Arts Council (SMAC).

Maynard Museum – Kristi

Engan Associates continues to work on the Conditions Assessment. This work is being paid for by a Minnesota Historical Society Grant that the UMRDC assisted with.

Lac qui Parle County Park - Kristi

LQP County did not receive funding from the GMRPTC for their Phase 01 work. They continue to wonder how to proceed with regional parks funding. The UMRDC is also working with the committee to determine how to move forward with the cemetery and writing an MNHS grant to reach those goals.

Kerkhoven Comprehensive Plan – Kristi & Kirk & Chad

The Kerkhoven steering committee met in November to review the draft copy of the comprehensive plan.

Dawson EDA RLF Plan - Kirk

The UMRDC 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, UMRDC 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. An initial draft RLF Plan has been prepared. RDC staff is now working with City staff and the EDA on authoring the USDA funding application. The USDA has laid out a timetable for submittal of an application prior to March 31, 2020.

MACCRAY Safe Routes to School – Chad

RDC staff have met with the SRTS Team Leader, Superintendent Broderius, about the process and have done initial site visits to each campus. Parent surveys have been completed at all locations and a Hazard Observation was done at the Clara City campus with the help of MACCRAY students and staff.

Regional Transportation Coordination Council (RTCC) - Kristi

The UMRDC has a contract with Prairie Five CAC to work on a planning project to explore the role of an RTCC in our region. Kristi and P5 staff coordinated the first Planning Committee meeting on January 13, 2020.

Swift County OHV Park Master Plan – Kristi and Kirk

The UMRDC will be completing a master plan for the Swift Count OHV Park over the next many months. The contract has been set up and the planning will start this spring.

Clara City MN DEED Redevelopment Grant (RGP) Application – Kirk

The City of Clara City has requested assistance in planning, developing and authoring a MN DEED Redevelopment Grant & Demolition Loan Program application and materials for demolition and redevelopment of a vacant school building for housing. Submission deadline for the funding application is February 3rd.

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. There's been multiple edits and a final draft finalized. 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. We are working with the EDA on determining what projects might be viable candidates for funding.

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

Planning on the 2020 Meander has begun. We are currently working on the new artists and sponsor mailing.

MN River Valley National Scenic Byway - Kristi

The byway is working on a number of projects: Tear map – grant received from MNHS, Monuments project to determine the 1895 Monuments erected by the Minnesota Valley Historical Society, and a new Partnership grant to submit this spring.

Prairie Waters Regional Marketing – Melissa

Working on 2020 workplan and budget. Annual updates to the PW website. Communication with 2020 partners.

U of M SWRSDP Developable Properties Inventory – Kirk

UMVRDC was awarded funding through the U of M Extension Sustainable Regional Development Partnership, with matching funding awarded via the Southwest Initiative Foundation (SWIF), to develop, coordinate and aggregate a developable properties inventory for the region as part of our Get Rural project plan. Funds are covering the cost of student assistance through the Center for Small Towns and the U of M to assist with the project. Student interns have been recruited and placed and began project work in late September. The anticipated timeline for the project is Phase 1 project work through the Fall semester ending in December. Student interns have developed the database tool for the properties inventory and created a framework with which to conduct regional data procurement interviews. Interviews were completed in December and available site data populated in the database. Phase 2 project work is scheduled from January through May and a graduate intern was recruited and hired with work commencing this month. Phase 2 deliverables will include development and completion of visioning and mock-up concept drawings for a select number of developable properties in the region.

Transportation – Chad

Chad assisted KMS Schools and the KMS trail group in completing a grant application for Safe Routes to School engineering services from MnDOT to better prepare for possibly applying for the Transportation Alternatives grant next year. Chad also completed the application for the LQPV School District for the same grant. The application for the Transportation Alternatives grant has been submitted on behalf of the City of Granite Falls. Chad has attended the second session of the Minnesota Network Learning Cohort training with one more session remaining. In December, Chad attended the MnDOT District 8 Freight Plan Advisory Committee meeting held at the Schwan's ice cream plant in Marshall.

CONTRACT DEVELOPMENT:

Active contracts

Granite Falls TAP
Benson SCDP
Granite Falls SCDP
Clarkfield SCDP
Canby SCDP
Milan/Watson SCDP
Madison Art Project
Maynard Museum
Granite Falls Memorial Park TA
MACCRAY Safe Routes to School
LQP County Hazard Mitigation

Anticipated Completion

May 2020
September 2020
September 2021
September 2021
September 2022
September 2022
June 2019
June 2019
June 2019
June 2020
August 2020

Swift County Hazard Mitigation
Appleton RLF Administration
Dawson EDA RLF Plan
Benson Technical Assistance
Clara City MN DEED RGP

August 2020
Ongoing
December 2019
December 2019
February 2020

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: January 28, 2020

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.

- The end of the calendar year merged the wrap up of our agency strategic planning, the organizational planning and my annual policy analysis. So, I have spent the majority of my time in the last few months researching structure, policy, and processes. Some of these items will be discussed by the Personnel Committee and brought to the full Commission for further review, and others are in the formation stages and will be integrated into the new Operational Strategic Direction Workplan.
- Continue to work with Kirk and Matt to finalize planning and reporting for HSEM on the current Lac qui Parle and Swift hazard mitigation plans and the upcoming processes for Chippewa.
- Continue to work with Matt on some budget analysis process improvements and the mid-year check in on the FY20 budget and time allocation worksheet.
- Attended the annual AMC conference to staff the MN RDC both.
- Continue to meet and mentor Chad in transportation related areas including community trails, Safe Routes to School, Transportation Alternative funding and process.
- Will be attending the MADDO executive director meeting in Fergus Falls on Jan 23-24.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: January 28, 2020
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

Devo's Paint and Body- The \$47,960 Original RLF approved loan does not have a scheduled closing date yet. Previous property owner had lost abstract which has slowed process up. Lead lender communicated that when he returns to the office at the end of the month, he will be looking to schedule closing with borrower.

NEW LOANS

None

OTHER

None

INFORMATIONAL ONLY- No Action requested

#2d

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Matt Moe, Finance Officer

DATE: January 28, 2020

RE: 2020 Mileage

The Internal Revenue Service has changed the 2020 mileage rate to \$.57.5 per mile, which goes into effect January 1, 2020 through December 31, 2020. This is a .5 cent decrease from 2019. This change has been reflected on all Expense Vouchers.

INFORMATIONAL ONLY- No Action requested

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 28, 2020
RE: February 25, 2020 Monthly Meeting

In looking ahead at the February meeting date, staff noted that it is the night before the MN Legislative Conference that many RDC board members attend. At the February meeting, staff plan to have a presentation about the regional issue survey we just completed and a deeper board discussion about possible topics for the regional trend and issues strategic direction so we want to have the best attendance from board members as possible.

In consultation with Chairman Gary Johnson, he suggested we add it to the agenda for discussion in order to determine if we want to change the time and or date for the February UMRDC board meeting.

ACTION REQUESTED:

To discuss changing the February 25, 2020 UMRDC meeting date or time.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 28, 2020
RE: Cost of Living Adjustment

At the January 22 BOD Personnel Committee meeting the committee recommended that I collect the COLA % from all 5 counties and take the average as the recommended adjustment for the UMRDC.

County	2020
Big Stone	2
Chippewa	2.75
Lac qui Parle	2.5
Swift	2.5
Yellow Medicine	2.5
Average	2.45

ACTION REQUESTED:

To approve a 2.45% cost of living adjustment for UMRDC staff effective January 1, 2020.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 28, 2020
RE: Policy Revisions

I presented the attached policy revisions at the January 22 BOD Personnel Committee meeting and the committee has recommended approval.

ACTION REQUESTED:

To approve the attached UMVRDC Personnel Policy and Financial Policy revisions.

2020 Personnel Policy Revisions

Any text in black is the original text.

Anything ~~crossed out~~ will be text that will be removed

Anything in **red** is new

2.2 Background Check. All finalists for employment with the Commission will be subject to a background check. ~~Finalist will be required to sign a background check authorization and are entitled to a copy of the report.~~

~~The Commission utilizes a third-party vendor to conduct a background investigation. regarding a potential employee's character, general reputation, personal characteristics, and mode of living. The investigative report may be comprehensive and include inquiry into past employment, education, and activity, including, but not limited to public records, credit history, criminal background information, and driving record.~~

4.4 Purchasing. ~~All procurements for goods or services shall be in accordance with State and Federal law.~~

Purchases should be made from vendors within the region whenever feasible and cost-effective.

Purchasing Authority

~~Purchases that are included in the approved annual budget may be authorized by the executive director after following the proper procurement standards.~~

~~All purchases that are not included in the approved annual budget will be brought before the Commission for approval.~~

~~Purchases from the Commission's designated funds valued at more than \$3,500 individually will be brought before the Commission for approval.~~

~~All purchases will be reported to the Commission on the monthly Check/ACH Listing.~~

Purchase of Goods

~~The Commission will follow the MN Uniform Municipal Contracting Law 471.345 for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.~~

~~For the purposes of this policy most of the Commission purchases fall under the \$25,000 threshold as defined under the MN Uniform Municipal Contracting Law.~~

~~If the purchase is estimated to be \$25,000 or less, the Commission has discretion to make the purchase by obtaining quotations or it may simply buy or sell the item on the "open market." If the Commission chooses to use quotations for the purchase, it shall be based, as far as practicable, on at least two quotations which shall be kept on file for at least one year.~~

For any purchases over \$25,000, the Commission will follow the process defined in by the Minnesota Uniform Municipal Contracting Law.

Purchase of Professional Services

The Commission may hire consultants such as attorneys, architects, engineers, accountants, or other persons with technical, scientific, or professional training. Without a competitive bid process unless required by funding sources to do so.

The Commission has discretion to make the purchase by obtaining quotations or it may simply purchase services on the “open market.” If the Commission chooses to use quotations for the purchase, it shall be based, as far as practicable, on at least two quotations which shall be kept on file for at least one year.

All purchases of professional services will be approved by the Commission.

Federal Award Purchasing

When using a federal award to purchase goods or services, the Commission will abide by the Federal Awards Administration policy listed in the Commissions’ Accounting Policy and Procedures Manual.

4.29 Whistleblower. The Commission requires board, committee, and taskforce members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all board, committee, and taskforce members and employees to comply with all applicable laws, regulatory requirements and policies.

Reporting Responsibility.

It is everyone’s responsibility to raise a concern promptly about a violation of Commission policy, law or regulation. This policy is intended to encourage and enable persons to raise serious concerns within the Commission prior to seeking resolution outside the Commission. In most cases, a board member should present his or her concerns to the Board Chair. All others should present their concerns to the Executive Director. However, if a board member is not comfortable speaking with the Board Chair or is not comfortable with the Board Chair’s response, or if a committee, or taskforce member or employee is not comfortable speaking with the Executive Director or with the Executive Director’s response, the person is encouraged to speak with anyone on the Board whom that person is comfortable in approaching.

No Retaliation.

The Commission prohibits retaliation against anyone who in good faith reports a violation of law, regulation or Commission policy or who cooperates in an Commission investigation. The Commission will not permit any harassment, retaliation or adverse employment consequence against a person for making a good-faith complaint, regardless of whether the underlying facts prove to be correct or result in any corrective action. An employee who retaliates against someone who has made a good-faith complaint

under this policy is subject to discipline up to and including termination of employment. If you believe you are being retaliated against for raising a good-faith complaint under this policy, you may report this by following the *Reporting Responsibility* section of this policy.

Compliance Officer

The Commission's Executive Director, working with the Board Chair, will act as the Commission's Compliance Officer. The Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated. The Board Chair or his or her designee will assume the Compliance Officer role if the report involves the Executive Director.

Accounting and Auditing Matters.

The Board of Directors of the Commission shall address all reports, concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Board of Directors of any such complaint and work with the committee until the matter is resolved.

Requirement of Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the law, regulation or Commission policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality.

Violations or suspected violations of law, regulation or Commission policy may be submitted on an anonymous basis, but in deciding whether or not to make a report anonymously, please understand that investigation and resolution of anonymous reports may be more difficult than investigation and resolution of a non-anonymous report. Reports of violations or suspected violations of law, regulation or Commission policy will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

If warranted, the Commission will commence an appropriate investigation, using internal resources or external resources with expertise in conducting investigations. The Compliance Officer, or the person responsible for carrying out the Compliance Officer's role with respect to a reported or suspected violation, will acknowledge receipt of the reported violation or suspected violation by writing a letter (or e-mail) to the complainant promptly, unless the report has been made anonymously. Investigations will be conducted promptly and discretely, and appropriate corrective action will be taken if warranted by the investigation.

5.2 Holidays. Ten (10) paid holidays per year as follows:

New Year's Day	Labor Day
Martin Luther King Jr. Day	
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day

Provided that, when any of the above falls on a Sunday, the following day shall be considered a holiday and when any falls on a Saturday, the preceding day shall be considered a holiday. For work done on any of these days, employees shall be compensated in accordance with the provisions of 3.3. Employees who are paid for less than a full payroll period of eighty (80) hours shall have holiday compensation prorated when the holiday falls on a scheduled work day.

5.3 Health Insurance. The cost of coverage will be paid in full for full-time employees and the Commission will consider a dollar amount contribution for dependent coverage. Part-time employees working twenty (20) hours per week or more may purchase individual or family insurance with prorated contributions proportionate to hours worked.

Upon employee termination, health insurance will be prorated, and the Commission will pay for all days while employed by the Commission in that month. Employees will be responsible for the remaining cost of insurance for all days not employed by the Commission in that month.

5.4 Health Savings Account. The Commission will annually consider a financial contribution to an employee owned health savings account (HSA). The HSA must be owned and maintained by the employee. The Commission may assume some basic fees for establishing and maintaining HSAs, but all additional costs, fees or charges will be the responsibility of the employee.

If an employee is not eligible for an HSA, ~~payment to the employee of an amount equal to the HSA contribution.~~ the Commission may consider a VEBA account for the employee

AFLAC. The Commission allows for employees to voluntarily participate in AFLAC. The cost of any policy will be the responsibility of the employee.

5.12 Status of Benefits at Termination. Upon termination, your benefits are canceled as of your last day of employment. Any days remaining in a month where your benefits have been prepaid by the Commission will be prorated and it will be the responsibility of the employee to reimburse the Commission for these charges. However, as a terminated employee you are eligible for benefit continuation provisions under the Consolidated Omnibus Budget Reconciliation Act (COBRA) and under the Minnesota continuation of coverage laws.

6.9 Voting. Employees are entitled to take time off with pay to vote in any primary or general election or elections to fill state or federal senators or representatives. Employees must utilize the Commissions normal process for requesting time off in order to vote.

6.10 Election Judge. Employees will be allowed to use paid time off to serve as an election judge provided the employee gives at least 20 days written notice to the Executive Director. A certificate of appointment as an election judge may be requested from the employee, as well as documentation of the time required for the training and the hours during which the employee will serve as an election judge. Employees must utilize the Commission's normal process for requesting time off.

ACCOUNTING POLICIES AND PROCEDURES

Division of Duties

The following is a list of personnel who have responsibilities within the accounting department:

Executive Director (ED)

1. Reviews and approves monthly treasurers report.
2. Reviews annual budget.
3. Reviews and approves all contracts.
4. With the Financial Officer and staff, develops the annual budget.
5. Reviews all monthly bank statements.
6. Reviews and approves all program reports or appoints designee.
7. Has check signing authority on all RDC accounts
8. May authorize technical assistance contracts of under \$3,500 without Commission approval.

Federal Award Management

For the purchase of goods and services to which the Uniform Grant Guidance §200.320 applies, the Commission will utilize the following methods.

Micro purchases (under \$3,500)

Micro-purchase means a purchase of equipment, supplies or services using a federal funded program less than \$3,500. This micro-purchase maximum is lower than the state threshold of \$25,000 which directs the Commission's purchasing policy in cases other than federal funds.

Micro purchases do not require bids or quotes however the Commission has discretion to make the purchase by obtaining quotations or it may simply buy or sell the item on the "open market." If the Commission chooses to use quotations for the purchase, it shall be based, as far as practicable, on at least two quotations which shall be kept on file for at least one year.

Micro purchases that are included in the approved annual budget or in the approved project budget may be authorized by the executive director after following the proper procurement standards.

All micro purchases that are not included in the approved annual budget or in the approved project budget will be brought before the Commission for approval. After approval, the Commission will follow the proper procurement standards.

All purchases will be reported to the Commission on the monthly Check/ACH Listing.

Small Purchases (Up to \$150,000)

Small purchase means a purchase of equipment, supplies or services for use in a federal funded program in an amount between \$3,500 and \$150,000.

The Commission is required to seek an adequate number of quotations for the purchase, A minimum of 2 sources will be considered to have met this requirement.

Quotes can be obtained from suppliers or from public websites and included as backup documentation for the purchase

All quotes will be brought before the Commission for approval.

Purchases of \$150,000 or more

Sealed Bids

Sealed competitive bids are publicly solicited when the total cost is estimated to be \$150,000 or more and when the following conditions apply:

- A complete, adequate, and realistic specification or purchase description is available;
- Two or more responsible bidders are willing and able to compete effectively for the business; and
- The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- 1) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
- 2) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- 3) All bids will be opened publicly at a time and place prescribed in the invitation for bids;
- 4) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- 5) Any or all bids may be rejected if there is a sound documented reason.

Procurement by Competitive Proposals.

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- 2) Proposals must be solicited from an adequate number of qualified sources;
- 3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- 4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- 5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Procurement by noncompetitive proposals.

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- 1) The item is available only from a single source;
- 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- 3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- 4) After solicitation of a number of sources, competition is determined inadequate.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

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

DATE: January 28, 2020

RE: Health Savings Account Agency Contributions

At the January 22 BOD Personnel Committee meeting the committee recommended making the same agency contribution as we did in 2019 to employee HSA accounts. If employees do not take our insurance and are not eligible for an HSA contribution, they receive a \$1600 contribution to a VEBA account.

ACTION REQUESTED:

Approval of agency HSA contribution of \$1600 for single coverage and \$3200 for family coverage for employees in CY 2020 retroactive to January 1, 2020. Employees not on our health plan will receive a contribution to a VEBA account for \$1600.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 28, 2020
RE: Executive Director Performance Evaluation

Attached is a copy of Dawn's annual performance evaluation. This was completed by 17 of the 22 members of the Commission. Personnel Committee members reviewed the results at the January 22 BOD meeting.

Dawn is currently maxed out for her salary range so will not see a step increase but will see an increase from retention pay and through COLA adjustments.

ACTION REQUESTED:

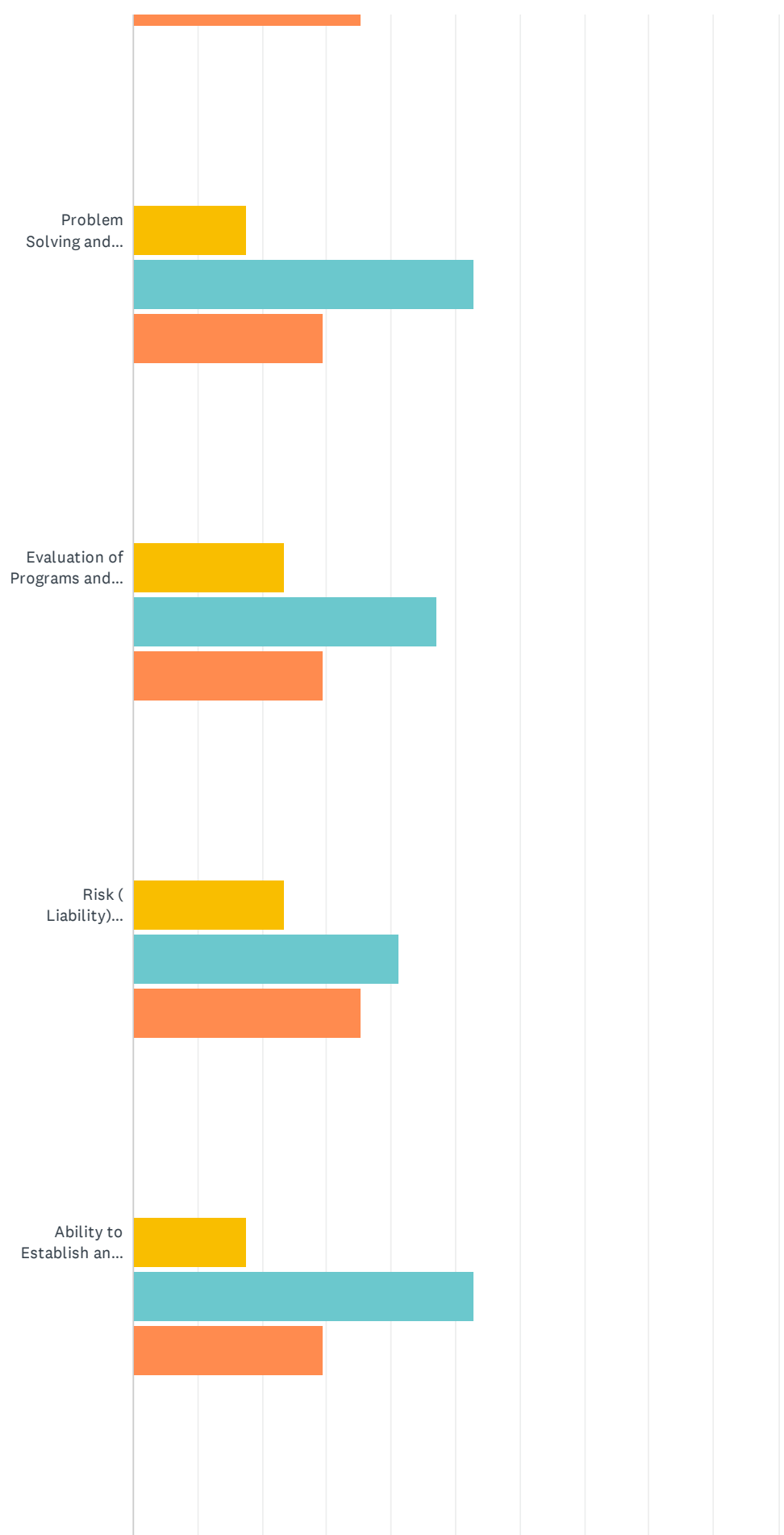
To discuss the annual performance evaluation for the executive director.

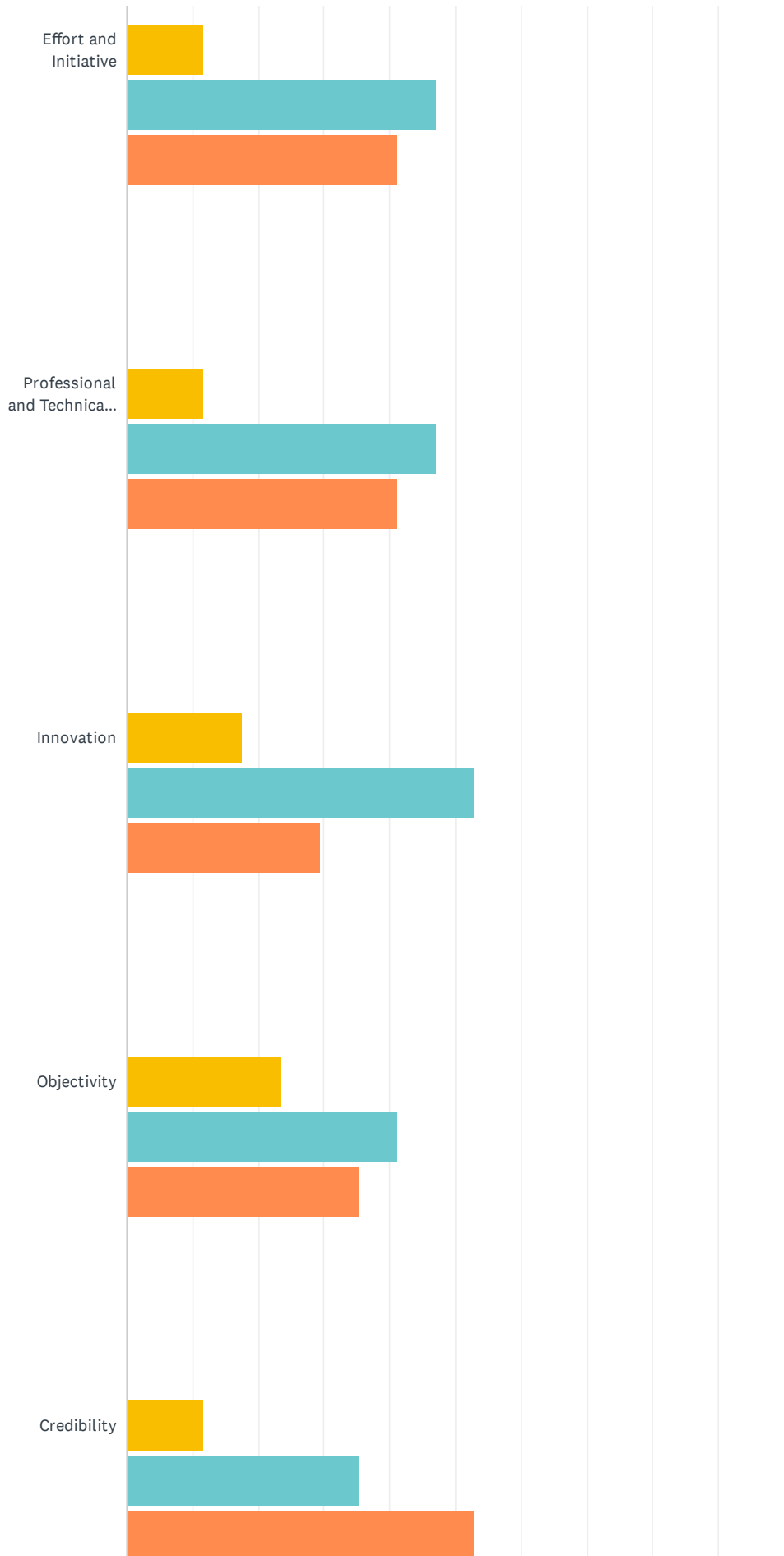
Attached: Dawn Hegland 2019 performance evaluation

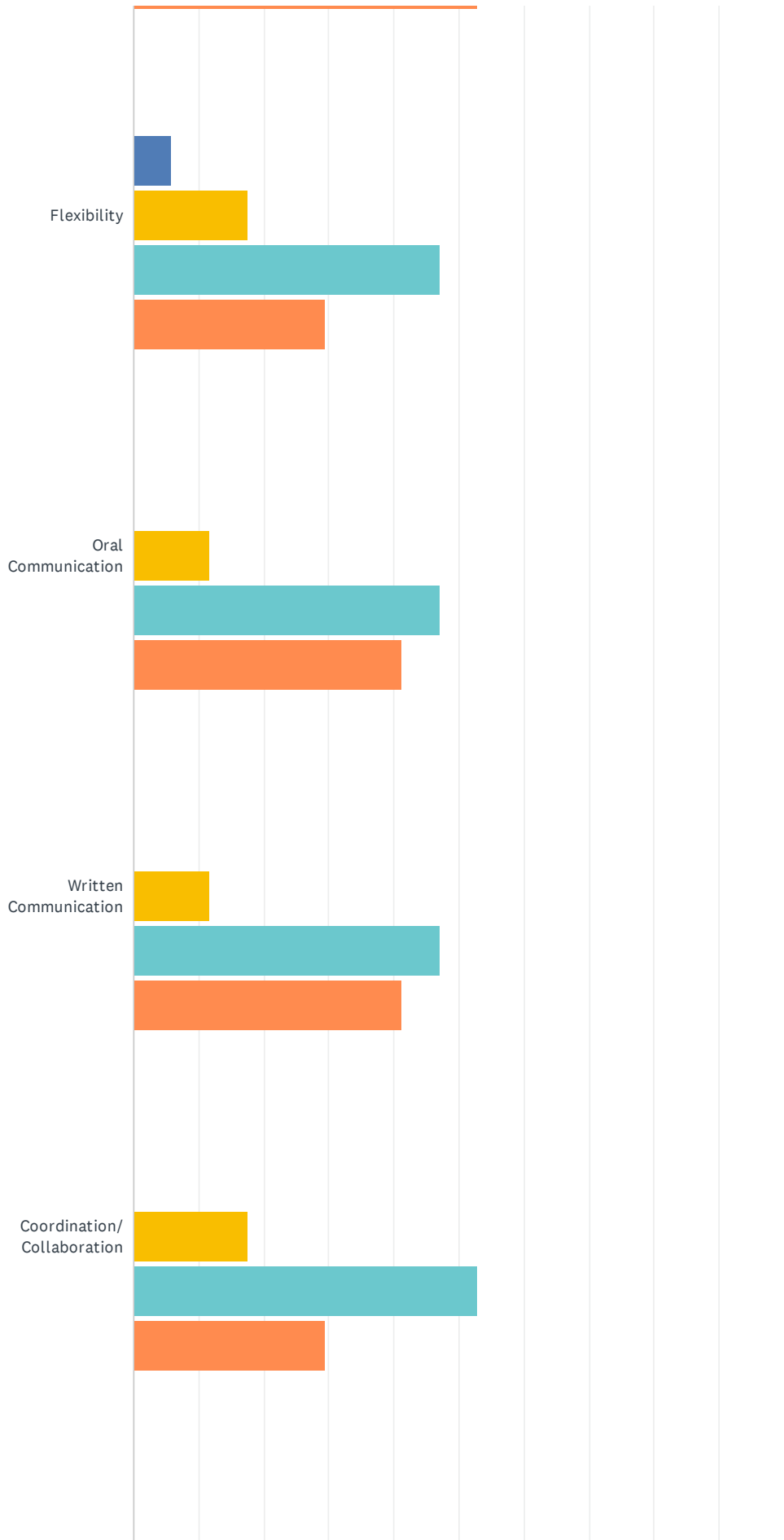
Q1 Rank the Director on the performance factors using the performance definitions (5=outstanding, 4=significantly exceeds expectations, 3=fully capable, 2=needs improvement, 1=unsatisfactory)

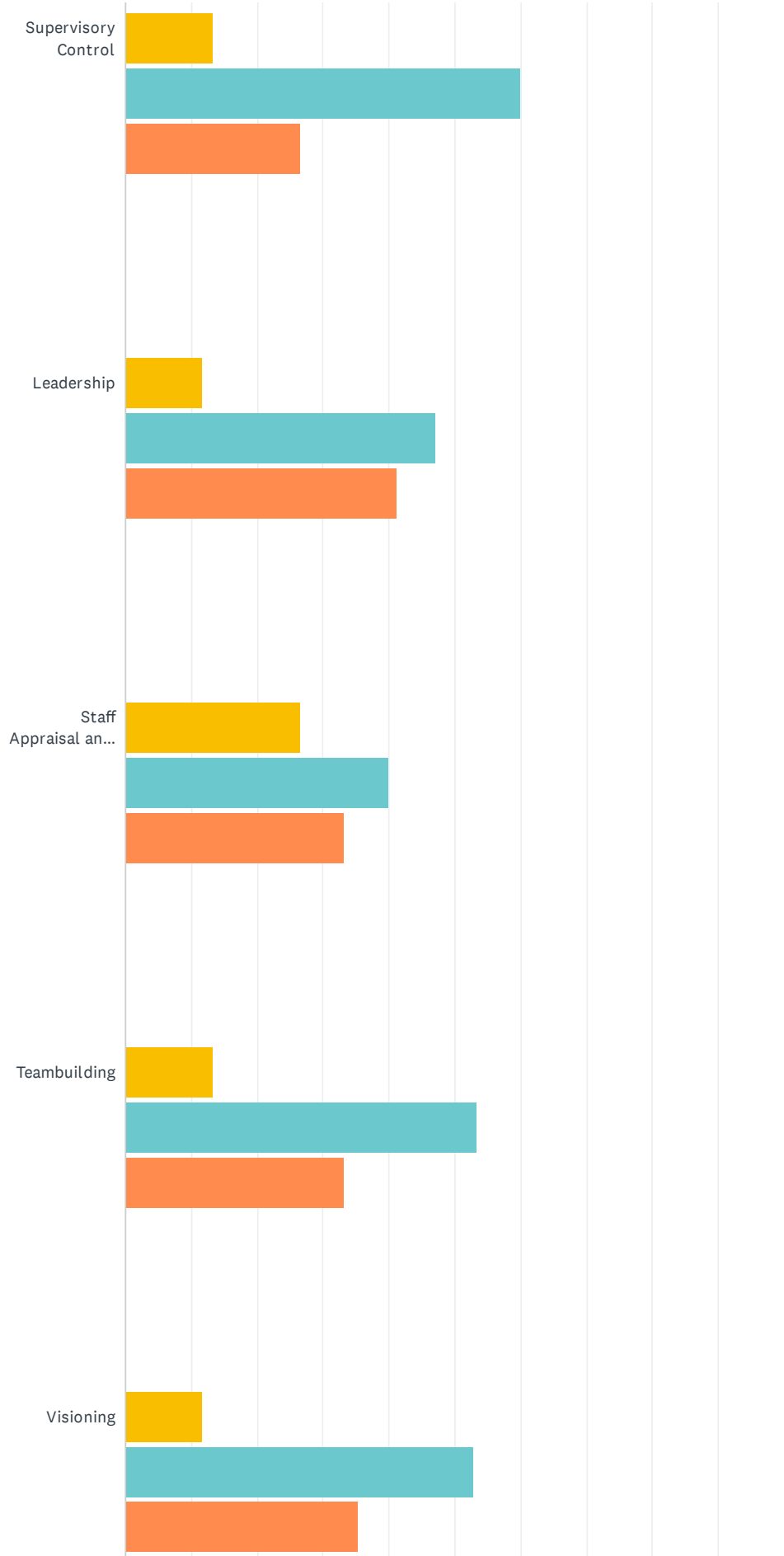
Answered: 17 Skipped: 0

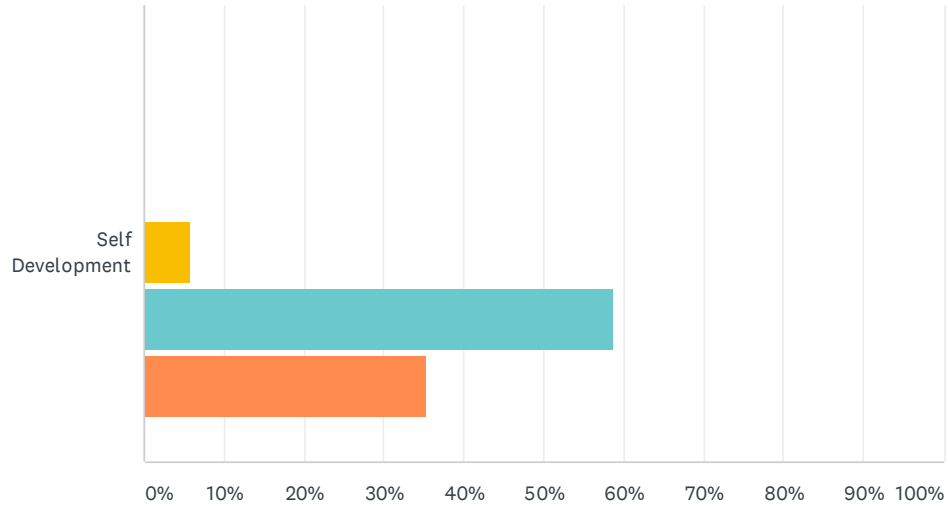












1=unsatisfactory 2=needs improvement 3=fully capable
4=significantly exceeds expectations 5=outstanding

	1=UNSATISFACTORY	2=NEEDS IMPROVEMENT	3=FULLY CAPABLE	4=SIGNIFICANTLY EXCEEDS EXPECTATIONS	5=OUTSTANDING	TOTAL	WEIGH' AVERA
Knowledge of Local, State, and Federal Agencies and Programs	0.00% 0	0.00% 0	23.53% 4	35.29% 6	41.18% 7	17	
Oversight and Management of Agency Budget	0.00% 0	0.00% 0	17.65% 3	41.18% 7	41.18% 7	17	
Ability to Seek Out and Pursue Opportunities for the RDC	0.00% 0	0.00% 0	23.53% 4	47.06% 8	29.41% 5	17	
Compliance with Rules and Regulations as set by Funding Partners, Statute and Internal Policy	0.00% 0	0.00% 0	5.88% 1	58.82% 10	35.29% 6	17	
Problem Solving and Decision Making	0.00% 0	0.00% 0	17.65% 3	52.94% 9	29.41% 5	17	
Evaluation of Programs and Opportunities for the RDC	0.00% 0	0.00% 0	23.53% 4	47.06% 8	29.41% 5	17	
Risk (Liability) Management	0.00% 0	0.00% 0	23.53% 4	41.18% 7	35.29% 6	17	
Ability to Establish and Maintain Relationships with External Partners	0.00% 0	0.00% 0	17.65% 3	52.94% 9	29.41% 5	17	
Effort and Initiative	0.00% 0	0.00% 0	11.76% 2	47.06% 8	41.18% 7	17	
Professional and Technical Competence	0.00% 0	0.00% 0	11.76% 2	47.06% 8	41.18% 7	17	
Innovation	0.00% 0	0.00% 0	17.65% 3	52.94% 9	29.41% 5	17	
Objectivity	0.00% 0	0.00% 0	23.53% 4	41.18% 7	35.29% 6	17	
Credibility	0.00% 0	0.00% 0	11.76% 2	35.29% 6	52.94% 9	17	
Flexibility	0.00% 0	5.88% 1	17.65% 3	47.06% 8	29.41% 5	17	
Oral Communication	0.00% 0	0.00% 0	11.76% 2	47.06% 8	41.18% 7	17	
Written Communication	0.00% 0	0.00% 0	11.76% 2	47.06% 8	41.18% 7	17	
Coordination/	0.00%	0.00%	17.65%	52.94%	29.41%		

Collaboration	0	0	3	9	5	17
Supervisory Control	0.00%	0.00%	13.33%	60.00%	26.67%	15
	0	0	2	9	4	
Leadership	0.00%	0.00%	11.76%	47.06%	41.18%	17
	0	0	2	8	7	
Staff Appraisal and Development	0.00%	0.00%	26.67%	40.00%	33.33%	15
	0	0	4	6	5	
Teambuilding	0.00%	0.00%	13.33%	53.33%	33.33%	15
	0	0	2	8	5	
Visioning	0.00%	0.00%	11.76%	52.94%	35.29%	17
	0	0	2	9	6	
Self Development	0.00%	0.00%	5.88%	58.82%	35.29%	17
	0	0	1	10	6	

#	COMMENTS FOR "KNOWLEDGE OF LOCAL, STATE, AND FEDERAL AGENCIES AND PROGRAMS"	DATE
1	Dawn always seems to have the latest info on many subjects, but if she doesn't she knows how to find the info.	12/26/2019 8:38 AM
2	Dawn is very knowledgeable of all the programs	12/24/2019 11:52 AM
#	COMMENTS FOR "OVERSIGHT AND MANAGEMENT OF AGENCY BUDGET"	DATE
1	Dawn and Matt seem to work well together and have a good handle on the budget.	12/26/2019 8:38 AM
2	does a good job here	12/24/2019 11:52 AM
#	COMMENTS FOR "ABILITY TO SEEK OUT AND PURSUE OPPORTUNITIES FOR THE RDC "	DATE
1	Dawn seems to have a good connections with the LUGS, leading to many opportunities.	12/26/2019 8:38 AM
2	always looking for new things	12/24/2019 11:52 AM
#	COMMENTS FOR "COMPLIANCE WITH RULES AND REGULATIONS AS SET BY FUNDING PARTNERS, STATUTE AND INTERNAL POLICY"	DATE
1	Dawn seems to understand the rules and regulations, if she doesn't she isn't afraid to ask for advice.	12/26/2019 8:38 AM
#	COMMENTS FOR "PROBLEM SOLVING AND DECISION MAKING"	DATE
1	Dawn understands what it takes to make the RDC run smoothly, and makes the decisions to keep it that way.	12/26/2019 8:38 AM
2	very good here too	12/24/2019 11:52 AM
#	COMMENTS FOR "EVALUATION OF PROGRAMS AND OPPORTUNITIES FOR THE RDC "	DATE
1	Dawn is always up to date on current events in the area which helps to identify opportunities.	12/26/2019 8:38 AM
#	COMMENTS FOR "RISK (LIABILITY) MANAGEMENT"	DATE
1	If Dawn is unsure about risk decisions she will talk to the board, and others asking for input.	12/26/2019 8:38 AM
#	COMMENTS FOR "ABILITY TO ESTABLISH AND MAINTAIN RELATIONSHIPS WITH EXTERNAL PARTNERS"	DATE
1	Dawn is able to show a real interest in other people and other entities which helps maintain relationships.	12/26/2019 8:38 AM
2	I've heard lots of good things from our partners about Dawns teamwork	12/24/2019 11:52 AM
#	COMMENTS FOR "EFFORT AND INITIATIVE"	DATE
1	Dawn always gives 110% and gets the people around her to do their best.	12/26/2019 8:38 AM
2	she puts in the time it takes to get the job done	12/24/2019 11:52 AM

#	COMMENTS FOR "PROFESSIONAL AND TECHNICAL COMPETENCE"	DATE
1	Very professional	12/28/2019 11:31 AM
2	Always tries to do her best, if she needs help she is willing to ask for it.	12/26/2019 8:38 AM
#	COMMENTS FOR "INNOVATION"	DATE
1	She is willing to try new things to better the RDC.	12/26/2019 8:38 AM
#	COMMENTS FOR "OBJECTIVITY"	DATE
1	Always positive	12/28/2019 11:31 AM
2	Dawn seams to be able to see both sides to a issue.	12/26/2019 8:38 AM
#	COMMENTS FOR "CREDIBILITY"	DATE
1	She always has information to back up the information she is presenting.	12/26/2019 8:38 AM
#	COMMENTS FOR "FLEXIBILITY"	DATE
1	Very flexable	12/28/2019 11:31 AM
2	She seams to be able to do whatever is necessary to get the job done.	12/26/2019 8:38 AM
#	COMMENTS FOR "ORAL COMMUNICATION"	DATE
1	She wants to make sure that everyone understands things, but sometimes it's to much information.	12/26/2019 8:38 AM
#	COMMENTS FOR "WRITTEN COMMUNICATION"	DATE
1	Same as the last question.	12/26/2019 8:38 AM
#	COMMENTS FOR "COORDINATION/ COLLABORATION"	DATE
1	She seams to work well with others.	12/26/2019 8:38 AM
#	COMMENTS FOR "SUPERVISORY CONTROL"	DATE
1	She does a very good jib.	12/26/2019 8:38 AM
#	COMMENTS FOR "LEADERSHIP"	DATE
1	She leads by example. She tries hard to a good job, and expects the staff to do the same.	12/26/2019 8:38 AM
#	COMMENTS FOR "STAFF APPRAISAL AND DEVELOPMENT"	DATE
1	Sometimes I wonder if Dawn pushes the staff to hard. Some people resist that, and I wonder if that is why we had a hard time keeping a full staff.	12/26/2019 8:38 AM
#	COMMENTS FOR "TEAMBUILDING"	DATE
1	Dawn seams to be able to designate responsibility to others, which builds a good team.	12/26/2019 8:38 AM
#	COMMENTS FOR "VISIONING"	DATE
1	She seams to see opportunities just about everywhere she looks.	12/26/2019 8:38 AM
#	COMMENTS FOR "SELF DEVELOPMENT"	DATE
1	She pushes herself to do the best she can.	12/26/2019 8:38 AM

Q2 What were the director's performance highlights in the past year?

Answered: 12 Skipped: 5

#	RESPONSES	DATE
1	her ideas to keep the rdc on the cutting edge of the rdc of the future	1/6/2020 12:58 PM
2	Excellent Strategic Planning	1/2/2020 9:48 AM
3	I was appointed late in year, what I saw those 2 months, impressive.	1/2/2020 9:42 AM
4	staffing and growing programs	1/1/2020 3:36 PM
5	Don't feel qualified to answer	12/31/2019 4:18 PM
6	Loan programs consistently exceed expected goals; strategic plan/strategic vision preparation and adoption; employee recruitment.	12/30/2019 3:50 PM
7	Implementation of statrigiec planning	12/28/2019 11:33 AM
8	I just joined the board so I do not feel I am able to answer this question	12/26/2019 9:50 AM
9	Having a full staff, and plenty of work.	12/26/2019 8:47 AM
10	Working on a new internal strategic plan as well as an external strategic plan	12/24/2019 2:35 PM
11	N/A	12/24/2019 11:54 AM
12	Working with new staff.	12/24/2019 6:17 AM

Q3 What could have been most improved regarding the director's performance in the past year?

Answered: 8 Skipped: 9

#	RESPONSES	DATE
1	n/a	1/2/2020 9:48 AM
2	Not sure, not on board a whole year	1/2/2020 9:42 AM
3	nothing	1/1/2020 3:36 PM
4	Don't feel qualified to answer	12/31/2019 4:18 PM
5	I just joined the board so I do not feel I am able to answer this question	12/26/2019 9:50 AM
6	Better attendance for meetings, but not sure if Dawn could have done anything about that.	12/26/2019 8:47 AM
7	I believe working with staff internally improved the overall performance	12/24/2019 2:35 PM
8	nothing i can think of	12/24/2019 11:54 AM

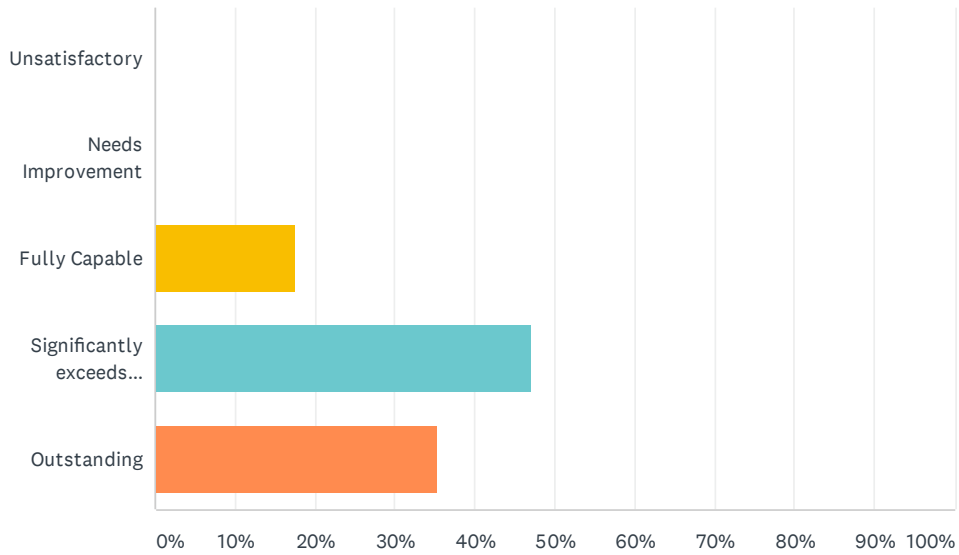
Q4 What should be the director's performance goals for the next year?

Answered: 13 Skipped: 4

#	RESPONSES	DATE
1	Keep up good work	1/7/2020 5:32 AM
2	I think she knows where she needs to improve from where I sit. In life we all can improve and we almost always know where we are. Also make sure to take time for all family activities, you only get to experience your family's activities now.	1/6/2020 12:58 PM
3	Implementing the new plan	1/2/2020 9:48 AM
4	Continue to be as motivated and focused as I saw this year	1/2/2020 9:42 AM
5	keep moving forward	1/1/2020 3:36 PM
6	Don't feel qualified to answer	12/31/2019 4:18 PM
7	Keep up the leadership .staff ,board, etc	12/28/2019 11:33 AM
8	I just joined the board so I do not feel I am able to answer this question	12/26/2019 9:50 AM
9	To keep a full staff, and keep the RDC a leader in the community.	12/26/2019 8:47 AM
10	Implementing the new strategic plan	12/24/2019 2:35 PM
11	keep the RDC out front helping our Counties, Schools, Townships, and Cities moving ahead	12/24/2019 11:54 AM
12	Organization of staff members to their assignments	12/24/2019 6:17 AM
13	Keep up the great job she is doing now	12/23/2019 9:03 PM

Q5 What is your overall evaluation of the director's performance this last year?

Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
Unsatisfactory	0.00%	0
Needs Improvement	0.00%	0
Fully Capable	17.65%	3
Significantly exceeds expectations	47.06%	8
Outstanding	35.29%	6
TOTAL		17

Q6 Evaluator (optional)

Answered: 7 Skipped: 10

ANSWER CHOICES	RESPONSES
Name	100.00% 7
Company	0.00% 0
Address	0.00% 0
Address 2	0.00% 0
City/Town	0.00% 0
State/Province	0.00% 0
ZIP/Postal Code	0.00% 0
Country	0.00% 0
Email Address	0.00% 0
Phone Number	0.00% 0

#	NAME	DATE
1	Michele Backer	1/2/2020 9:42 AM
2	Chuck Swanson	12/31/2019 4:18 PM
3	Dawn Regnier	12/30/2019 3:50 PM
4	Amanda Luepke	12/26/2019 9:50 AM
5	Gary Hendrickx	12/24/2019 2:35 PM
6	Bill McGeary	12/24/2019 11:54 AM
7	Gene	12/24/2019 6:17 AM

#	COMPANY	DATE
	There are no responses.	

#	ADDRESS	DATE
	There are no responses.	

#	ADDRESS 2	DATE
	There are no responses.	

#	CITY/TOWN	DATE
	There are no responses.	

#	STATE/PROVINCE	DATE
	There are no responses.	

#	ZIP/POSTAL CODE	DATE
	There are no responses.	

#	COUNTRY	DATE
	There are no responses.	

#	EMAIL ADDRESS	DATE
	There are no responses.	

#	PHONE NUMBER	DATE
There are no responses.		

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 28, 2020
RE: Organizational Restructuring

Attached is a copy of the consultant report from my organizational strategic planning this summer. In discussion with the personnel committee I asked for approval from the Commission to develop a restructuring and compensation plan for the UMRDC over the next year. For more background see the Personnel Committee minutes.

The goal would be to address for items discussed throughout the consultant recommendations:

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

This work may require the utilization of a consulting firm over the next year.

ACTION REQUESTED:

Authorization for the executive director to move forward with a plan to restructure the UMRDC's staffing and compensation structure.

Attached: RDC Concepts and Ideas consultant report



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

RDC Concepts and Ideas

June 2019



Don Jones

Don@people-worx.com

507-401-1830

Overview

These ideas were gathered over four separate discussions with the Executive Director of the Upper Minnesota Valley Regional Development Commission. The sessions 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 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. They are captured here as a record of the discussions.

Additionally, the ideas are not yet fully formed and ready for implementation. Further work is required in order to implement the ideas fully. For example, one idea is to implement a project evaluation at the end of each project. The report contains a few ideas captured during the discussion, however, the full evaluation would need to be created and tested prior to complete implementation.

Report Structure

This report contains a series of interrelated ideas categorized into four themes. In many cases, the ideas could cross into multiple themes. For simplicity, they have been categorized into only one theme.

Processes

Changes or modifications in current work flows to benefit the RDC

Benefits

Potential changes to pay or benefits

Maximizing Talent

Suggestions for changing the organization structure and job duties to increase the effectiveness of the RDC organization and team.

Refine Expectations

Ideas for refining expectations to help ensure everyone is on the same page and working in the same direction.

Navigating the Report

Each page of the report has three sections.

HEADLINE

The headline contains a summary statement of the idea in brief.

EXISTING CONDITION

Current facts about how things currently are in the organization in this particular area.

RECOMMENDATION

Some recommendations, considerations, and next steps should the idea be implemented.

Ideas in Brief

PROCESSES..... 6

1. Institute a common work flow management process that divides work into commonly defined processes or steps. Lower level, less complex work can be assigned to entry level employees to develop expertise. More senior employees can provide support through coaching and mentoring. . 7
2. Help entry level / new college graduate employees recognize the skills they are gaining through their RDC work. 8
3. Create best practices, common tools, and templates as a guide for new employees. 9
4. As the RDC grows, create intact teams who deliver work together on an assigned portfolio. The Senior Manager oversees the team, manages assignments, and is accountable for goals, output, and contract development. 10

BENEFITS..... 11

5. Show potential new employees the total value of the compensation and benefits they are receiving, along with the quality of life opportunities..... 12
6. Use education and tuition reimbursement dollars as to attract and retain employees..... 13
7. Continue to look for ways to implement flexible work plans. 14
8. Modify bonus program to allow Executive Director to award discretionary bonuses for exceptional performance..... 15
9. Replace the current retention bonus with a performance bonus program. 16
10. Shift RDC compensation model to a traditional sales organization with employees taking a draw on future sales. 17
11. Pay a longevity bonus for employees who are maxed out on their step increases..... 18

MAXIMIZING TALENT..... 19

12. Update organizational structure to allow employees to be promoted for their technical abilities, expertise, and contract development. 20
13. Implement a startup process at the beginning of every project and a evaluation process at the completion of each project. 23
14. Create consistent team leader expectations and identify the assigned team leader for each project. Formal employee supervision responsibility can be retained by the Executive Director..... 24



15. Add a new entry level position called Specialist to the organization chart with a defined career path and onboarding plan. Create a structured onboarding program with formal performance reviews every six months..... 25

16. Create Manager 1 and Manager 2 positions that recognizes mastery beyond entry level and provides a career path for entry level and mid-level employees. 26

17. Change the Senior Planner to Senior Manager 1 and Senior Manager 2 to align with other job title changes. Remove budget and strategic planning responsibilities and replace with contract development and coaching and mentoring responsibility..... 27

18. Change name of Division Director to Program Director. Move strategy and budget responsibilities to Finance Director and Program Director. 28

19. Build stronger relationships with university programs to use as a recruiting source for entry-level professional employees..... 29

20. Partner with universities and/or consultants to create a series of learning intensives on public systems. 30

21. Create a schedule for new employee time allocation that lets them focus on learning their new job without the need to worry about contract development, then gradually switch to include contract development time. 31

22. Conduct a time study on the amount of administrative work planners and senior planners do to determine whether lower skill work can be shifted to lower wage workers, resulting in more time for higher wage workers to tasks uniquely suited to them. 32

23. Reduce expenditures to levy authority levels and eliminate other activities not supported by the levy. 33

24. Shift all employees to 1099 contractor status 34

25. Review education requirements for working at the RDC as a way to expand the candidate pool. 35

REFINE EXPECTATIONS..... 36

26. Include contract development in the job descriptions of Managers, senior Managers, and Program Directors as performance criteria. Appraise annually during performance evaluations..... 37

27. Implement a Contract Development Leads report for the board that demonstrates how each board member is meeting the “apostleship” requirements. 38



Processes



1. **Institute a common work flow management process that divides work into commonly defined processes or steps. Lower level, less complex work can be assigned to entry level employees to develop expertise. More senior employees can provide support through coaching and mentoring.**

EXISTING CONDITION

- While work follows a common pattern, the work flow is not standardized across programs and projects. This provides great flexibility when assigning work to employees because employees are not limited to a particular set of work tasks.
- RDC work is highly varied throughout the year. Being nimble and flexible helps us serve our clients and deliver on their expectations.
- Lack of a standard way for organizing work increases onboarding time because employees do not have the time to repeat similar work and develop expertise. They may only do a piece of work one time and not have a chance to repeat it again for several months.

RECOMMENDATION

- Entry level employees focus on work that is more easily repeatable, so they develop their expertise more quickly.
- In every project, evaluate work plans, ensuring work is assigned at the appropriate level during the contract development process.
- Build in project oversight / mentoring time to contract costs in order to build capability of team members.
- More experienced employees oversee lower level employees and coach them to develop expertise.
- As expertise and mastery are demonstrated, employees work on high level work flows that require greater proficiency. Autonomy increases over time as mastery is demonstrated.
- A career path is created to move from entry level task assignments to higher level work requiring greater technical expertise.
- More experienced are freed up to focus on higher value, higher expertise work beyond the scope of lower level employees.

2. Help entry level / new college graduate employees recognize the skills they are gaining through their RDC work.

EXISTING CONDITION

- Because of the varied nature of the work and the steep learning curve, it takes a new employee three years to become productive. There is a high risk of turnover during the first 2 – 3 years.
- An entry level position (planner) is often seen as a training ground where an employee can gain a lot of experience in a short time.
- It may be difficult for new employees to recognize they are making a difference through the work they are doing.
- One key difference at the RDC is that employees will actually get to do “real” work versus being a junior analyst on a project. For example, they will get to lead a strategic planning effort instead of just being the note taker in the corner.
- Employees new to the workforce may not realize how much valuable knowledge and experience they are gaining.

RECOMMENDATION

- Executive Director meets regularly (every 3, 6, 9, 12 months) with new employees to help them recognize the knowledge and experience they are gaining. This meets the need of new employees entering the workforce to feel they are connected, growing, and “in the know.”
- Executive Director also identifies training and mentoring needs and creates plans to address them.
- Use accelerated salary increases (steps) at 6 and 12 month evaluations to recognize growth and performance gains.
- Help new employees create “resume one liners” by synthesizing recent work and identifying the new knowledge, skills, and abilities they are learning. This will help them understand how they are growing their capabilities.

3. Create best practices, common tools, and templates as a guide for new employees.

EXISTING CONDITION

- Through experience at the RDC, employees gain a wide breadth and depth of experience.
- It presently takes approximately three years of working at the RDC to come up to speed. This is because work is not consistently repeated over and over.
- Experienced employees know how to leverage parts of previous project work for a new project, speeding time to delivery and increasing efficacy by using proven work elements.
- There is currently no repository of work best practices that employees can look to for ideas, examples, and templates.

RECOMMENDATION

- Create a repository of best practices, ideas, and templates from previous completed work that is best in class for its specific domain.
- Orient new employees to this resource and encourage them to draw upon them as a starting point for work assigned to them.
- Emphasize common workflow areas for developing tools where new employees will spend a large amount of their time. Tools will be pulled together from previous work.

4. **As the RDC grows, create intact teams who deliver work together on an assigned portfolio. The Senior Manager oversees the team, manages assignments, and is accountable for goals, output, and contract development.**

EXISTING CONDITION

- Presently work is assigned to employees based on their skills and availability.
- Adhoc teams are created to accomplish work.

RECOMMENDATION

- As the RDC grows, create teams who are assigned a portfolio.
- The team is overseen by the Senior Manager who has the responsibility to supervise the team, manage assignments and workloads, and is accountable for the overall performance of the team, including contract development and work output.
- Specialists and managers perform the majority of the tasks assigned to the team.
- The Senior Manager is responsible for coaching and mentoring the other members of the team to build their capability.

Benefits



5. Show potential new employees the total value of the compensation and benefits they are receiving, along with the quality of life opportunities.

EXISTING CONDITION

- New employees may not recognize the value of their total compensation (salary plus benefits), resulting in candidates not selecting the RDC or recent hires leaving for other offers without understanding the total picture.
- Quality of work life benefits (flexible schedules, banked time, multiple paid time off benefits) may not be completely understood when candidates are initially comparing employment offers.

RECOMMENDATION

- Provide a total compensation worksheet and walk potential employees through it when making an offer and encourage them to walk through it with a significant other, parent, or mentor for perspective.
- The goal is to provide a more complete picture of the total value offered through employment at the RDC and increase the odds that perspective employees make a fully informed choice, resulting in them choosing the RDC as the employer of choice.

6. Use education and tuition reimbursement dollars as to attract and retain employees.

EXISTING CONDITION

- Currently there RDC policies allow for funding of employee education and training courses used to upskill and orient employees. They also allow for tuition reimbursement of employees currently attending classes.
- There is no mechanism for reimbursing employees who have previously attended classes for which the RDC is benefiting.
- The RDC currently offers an annual scholarship for area residents to get a degree in planning.

RECOMMENDATION

- After employees have been at the RDC for 18 months, allow employees to request reimbursement for college coursework taken prior to their RDC employment.
- New employees would be eligible for education and training benefits used to augment their previous education and/or learn new skills relevant to their current position.
- The current tuition reimbursement policy could be used as a guideline for establishing reimbursement / repayment limits and use the ongoing payments retention tool for RDC staff.

EDUCATION DOLLARS	TUITION REIMBURSEMENT DOLLARS
0 – 18 months	18+ months

- Consider a matching contribution to a 529 plan. The RDC can set it up as a payroll deduction option and funds could be used for employee or children.

7. Continue to look for ways to implement flexible work plans.

EXISTING CONDITION

- Employees graduating college and entering the workplace value time off.
- Under the current schedule, new to the workforce employees accrue time off at 10 days per year. Increases occur at 2, 4, 8, 12, 16, and 20 years of service.
- New employees start with a vacation accrual of 0 hours as a vacation balance.
- Vacation policy doesn't allow new employees to use vacation time in their first six months of employment.
- New employees can use banked time, if available.

RECOMMENDATION

- Start new employees off with a positive vacation balance, allowing new employees to have time off available for personal and family needs. (Example: 2 personal days or floating holidays)
- Implement summer hours to close at noon on Friday.
- Review vacation earn schedule.
- Ensure employees understand all forms of paid time off available to them so they can take advantage of their time off in the way that is most advantageous to them.
- Look into pay out of vacation into HSA instead of state post retirement HSA.
- Educate new employees on flex time options available to them.

8. **Modify bonus program to allow Executive Director to award discretionary bonuses for exceptional performance.**

EXISTING CONDITION

- Currently the Executive Director does not have a mechanism to reward exceptional performance or employees who take on temporary job duties normally done by more senior roles in the organization.

RECOMMENDATION

- Modify the current bonus program to allow the Executive Director to award discretionary bonuses for items such as:
 - Employees who demonstrate exceptional performance.
 - Employees who assume temporary, major assignments that do not merit promotion because of their temporary nature.
 - Signing significant, long-term contracts (beyond the norm).
 - Sample language modification could include: The Executive Director may, at his/her discretion, award bonuses of up to \$1,000 for exceptional performance and/or as recognition for taking on significant, temporary assignments.
 - Bonuses above \$1,000 would require approval of the Personnel Committee of the board.
 - A potential funding source could be unused merit increase funds.

9. Replace the current retention bonus with a performance bonus program.

EXISTING CONDITION

- The RDC has a retention bonus to reward employees for longevity in the organization.
- The program is set to expire in 2 years.

RECOMMENDATION

- Restructure the retention bonus program into a performance bonus program.
- Employees set annual goals with clearly identified targets.
- Goals are weighted based on the guidelines set by the Executive Director.
- The bonus program pays out based on the level of performance achieved.
- The program could also use financial budget triggers to fund the program so that performance goals are only paid if the RDC achieves its budget goals. In years where the RDC does not, no performance bonuses are paid.

10. Shift RDC compensation model to a traditional sales organization with employees taking a draw on future sales.

EXISTING CONDITION

- Currently the RDC starts with a deficit each year and must generate additional work in order to make up the deficit.
- Employees are paid a salary that reflects a fully funded budget.
- Employee wages are not tied to contract development.

RECOMMENDATION

- Guarantee employees a proportional part of their salary that corresponds to the RDC levy dollars and ongoing programs.
- Employees can then take a draw based on future contract development efforts to repay their draw.
- Employees must generate an agreed upon amount to earn their commission and repay their draw.
- This recommendation ties employee work directly to their contract development responsibilities.

11. Pay a longevity bonus for employees who are maxed out on their step increases.

EXISTING CONDITION

- Employees who are maxed out in their pay range at the top of the scale are not eligible for a performance increase.
- Market forces dictate that base wages should not be increased above the range.
- This practice can be seen as penalizing longevity.

RECOMMENDATION

- Consider a longevity bonus for employees who are at the top of their step increase range.
- Bonus is based on performance and is awarded periodically.
- This rewards longevity of the employee without raising base wages.

Maximizing Talent



12. Update organizational structure to allow employees to be promoted for their technical abilities, expertise, and contract development.

EXISTING CONDITION

- The current system in place at the RDC primarily allows for promotions based on supervising people and taking on strategic planning responsibilities.
- Based on this criteria and with only 9 employees, this means that most employees do not have the opportunity for promotion.
- Because most of the work is done in temporary teams, supervisor responsibilities can be unclear, especially for new employees.
- To address this situation in the past, there have been multiple supervisors, each having 1 over 1 supervision responsibilities. The result was the organization became too top heavy. Additionally, it was inefficient and reduced flexibility and nimbleness, hallmarks of the RDC's success.
- Many highly technical employees do not want or are not qualified to take on people management responsibilities but could be forced into it because that is the only path where they can receive promotions and the accompanying pay increases.

RECOMMENDATION

- Create a technical track that recognizes technical ability. As employees increase in their ability to deliver highly complex work with increasingly lower autonomy and higher impact, they can be promoted and receive pay increases.
- Employees are rewarded for gaining additional expertise, taking on work with greater scale and higher complexity, coaching and developing the skills of other employees, and bringing new contracts into the organization.
- Implement team evaluations where each team evaluates itself after each project is completed to ensure employees understand how to manage group dynamics and provide honest, candid feedback. This is a highly transferable skill to the work with community leaders since most project work requires employees to influence without having authority. (Additional information is included in a separate recommendation.)
- Be frank and candid with mid-level employees about people management opportunities and let them know that there will be limited opportunities within the RDC in this area.
- Update job descriptions to reflect revised emphasis on coaching and mentoring, contract development and project budget performance.

RDC PROMOTION TRACK

	Knowledge	Expertise	Budget Gap Responsibility*
Associate (planner assistant)	<ul style="list-style-type: none"> 2 year degree or 1 – 2 years relevant experience 	<ul style="list-style-type: none"> Computer skills Admin assistant skills Follow process Strong writing and editing in plain English Research and summarize findings Attention to detail 	N/A
Specialist (new position)	<ul style="list-style-type: none"> 2 or 4 year degree or 6 years relevant experience 	<ul style="list-style-type: none"> Understand the comprehensive planning process Implement projects Facilitate meetings Understand government and public administration Understand survey techniques Understand grant writing Understand how public finance works Understand local government policy and tools 	N/A**
Manager 1 (Planner)	<ul style="list-style-type: none"> 4 year degree Min 2 years of relevant experience 	<ul style="list-style-type: none"> See local context and spot opportunities Develop simple projects Work independently with some guidance 	5%
Manager 2 (new position)	<ul style="list-style-type: none"> 4 year degree Min 4 years of relevant experience 	<ul style="list-style-type: none"> Spot opportunities to act and successfully pitch a project Know local needs and how to act on them Develop complex projects Work autonomously Greater understanding of local context Apply experience from one context to another Advanced facilitation, public engagement, and conflict management skills Consistently deliver projects on time and on budget 	15%
Senior Manager 1 (Senior Planner)	<ul style="list-style-type: none"> Master’s degree with 2 years experience Bachelors + min 6 years of 	<ul style="list-style-type: none"> Understand critical success factors for project success Develop complex proposals Work autonomously Draw on a deep network of relationships and connections 	20%***



	relevant experience	<ul style="list-style-type: none"> • Deep technical expertise • Contract Development OR Coaching & Mentoring 	
Senior Manager 2 (new position)	<ul style="list-style-type: none"> • Master's degree with 4 years experience • Bachelors + min 8 years of relevant experience 	<ul style="list-style-type: none"> • Contract Development AND Coaching & Mentoring 	40%***
Program Director (Division Director)	<ul style="list-style-type: none"> • 5 years with RDC • Master's degree preferred with 8 – 10 years relevant experience 	<ul style="list-style-type: none"> • All skills above • People supervision • Budget • Strategic planning 	20%

*The percent of the budget gap this level is responsible for closing.

** See recommended schedule for first 18 months on item 20.

***These levels may have additional contract development responsibilities tied to strategic growth initiatives designed to grow RDC overall and increase its capacity to serve the region. With this additional responsibility added, percentages may not equal 100%

POSITION FOCUS

Each position has a primary focus area as outlined below. Additional detailed information is contained in official job descriptions.

POSITION	PRIMARY POSITION FOCUS
Specialist	Task Performance
Manager 1	Basic Technical Expertise
Manager 2	Advanced Technical Expertise
Senior Manager 1	Contract Development OR Coaching & Mentoring
Senior Manager 2	Contract Development AND Coaching & Mentoring
Program Director	Strategy, Budget, and People Supervision

13. Implement a startup process at the beginning of every project and a evaluation process at the completion of each project.

EXISTING CONDITION

- Because of the dynamic nature of the work, the RDC primarily works as individuals and as project teams to accomplish its objectives.
- The RDC does not regularly evaluate projects as part of an after-action review to see where they were most effective and where there are opportunities for improvement on the next team.
- Employees primarily receive this feedback during their performance reviews, which may be months after the project has been closed out. This means the employee cannot act on the insights to continue effective behaviors or discontinue ineffective behaviors in a timely fashion when the context is fresh and easily recalled.
- The current process is informal and partially disconnected from other internal RDC processes.

RECOMMENDATION

- Implement a startup process at the beginning of every project that ensures the project is staffed appropriately, budgets are effectively planned, and team leader and mentoring responsibilities are assigned.
- Implement a project evaluation at the end of every project (and at key milestones during longer-term engagements) to help team members identify how to improve their individual and collective performance.
- Initial evaluation meetings could be attended by the Executive Director to help ensure open communication.
- Evaluations can be simple, including topics such as:
 - What did I do well?
 - How did I support the team?
 - How well did I follow instructions and complete work in a timely manner?
 - Where can I improve on my next team?
 - What new opportunities should be developed and/or followed up on as a result of this work?
 - How well did we perform on budget performance and timeliness?
- Staff members should have input into designing the startup process and the project evaluation.
- Project evaluations can be used as additional data points during annual performance reviews conducted by the Executive Director.
- Time for upfront planning and ongoing evaluation need to be built into contracts at the contract rate and/or the indirects.
- Existing contract development documents form a firm foundation and can be leveraged to create more comprehensive processes.

14. Create consistent team leader expectations and identify the assigned team leader for each project. Formal employee supervision responsibility can be retained by the Executive Director.

EXISTING CONDITION

- Not all teams have an identified project leader, sometimes resulting in unclear responsibilities.
- New employees can be unsure who to approach for information, insights, and questions.
- Some employees, at times, have expressed a frustration of not knowing who their direct supervisor is.

RECOMMENDATION

- Assign a team leader for each project who is responsible for:
 - Contract development (contracting process through approval)
 - Budget development and management
 - Task assignment and management
 - Oversee reporting and assign reporting tasks as needed.
 - Project close up
 - Team evaluation
- More experienced employees can take on a mentor role to help advise the team leader and build his/her capability without taking over the project.
- There is clarity that the Executive Director is the formal supervisor for all performance related items, unless she formally delegates some or all of that responsibility in writing to those affected.
- This teaches employees how to influence without formal authority, a highly desirable and transferable skill to nearly every project the RDC completes.
- Implement new project review process.

15. **Add a new entry level position called Specialist to the organization chart with a defined career path and onboarding plan. Create a structured onboarding program with formal performance reviews every six months.**

EXISTING CONDITION

- Entry level employees do not have a consistent onboarding experience.
- There is not a clear path for promoting entry level employees.
- There is not a consistent view of what makes a new entry level employee competent.
- Employees often feel they are not being recognized or “promoted” for the increased capabilities and skills they have developed in their early time at the RDC.

RECOMMENDATION

- Create a defined onboarding plan for new entry level employees with education and skill benchmarks. (This is currently under development.)
- Associates have a defined 24 month onboarding plan. Performance is formally evaluated every six months with the opportunity for a pay increase at each evaluation based on their performance.
- Employees receive regular informal and formal feedback, so they clearly understand if they are on or off track.
- At 24 months, a formal evaluation takes place to see whether the employee has made sufficient progress to be promoted to a manager. If they are not ready, there is a 12 month remediation time where the employee can demonstrate improvement and readiness.
- The specialist level is a learning / training position. It is not anticipated that any employee would stay in that position longer than 36 months. Promotion to the specialist level is only awarded based on merit.
- A plan to address pay transition and salary ranges needs to be developed.
- The job description will need to be updated to reflect these changes.

16. Create Manager 1 and Manager 2 positions that recognizes mastery beyond entry level and provides a career path for entry level and mid-level employees.

EXISTING CONDITION

- There is not a clear delineation between different levels of planners at the RDC. The position currently has two types of employees: Entry level employees who have demonstrated some capability but are not yet fully skilled, and experienced employees who are fully proficient.
- Experienced Planners want to be recognized that they are more capable than assistants and do not want to be lumped into the same job group.

RECOMMENDATION

- The Manager role will be used to promote entry level employees after a minimum of 24 months experience.
- This creates an opportunity to recognize and promote significant growth and performance improvement of an entry level employee.
- The manager level is where bulk of the planner workforce at the RDC would reside.
- It is anticipated that some employees would spend the majority of their career within the RDC in this position.
- Highly skilled employees with demonstrated technical prowess reside at this level.
- Specific contract development expectations would be associated with both positions.
- A pay increase would normally be included with this promotion and it may solve the problem of slow pay growth within the current pay ranges.
- A plan to address pay transition and salary ranges needs to be developed.
- The job description will need to be updated to reflect these changes.

- 17. Change the Senior Planner to Senior Manager 1 and Senior Manager 2 to align with other job title changes. Remove budget and strategic planning responsibilities and replace with contract development and coaching and mentoring responsibility.**

EXISTING CONDITION

- The Senior Planner position currently includes budget and strategic planning responsibilities as a part of the job duties.
- Because of RDC requirements, it has been difficult for these individuals to consistently participate in these responsibilities.
- There is insufficient contract development and/or coaching and mentoring time available to these positions since their time is consumed implementing projects.

RECOMMENDATION

- Change the job title to align with the other job title changes.
- Remove budget and strategic planning responsibilities and move them to Program Director, Finance Director, and Executive Director. (See next recommendation.)
- Use this new time to increase their contract development efforts and coaching and mentoring support, something that is inconsistently done across this level.
- Progress on coaching and mentoring and contract development will be regularly monitored as a part of the performance process.
- Promotion to the senior manager 2 requires the ability to execute on both contract development and coaching and mentoring (see #12)
- There are not formal people management responsibilities at this level.
- The job description will need to be updated to reflect these changes.

18. Change name of Division Director to Program Director. Move strategy and budget responsibilities to Finance Director and Program Director.

EXISTING CONDITION

- There is no one currently serving in the director level in the organization
- Clarity of what it takes to achieve this level is unclear.
- Strategy, personnel, and budget responsibilities currently reside at the Senior Manager (Senior Planner) level.

RECOMMENDATION

- Clarify criteria for director level job responsibilities.
- Develop and promote internal candidates and/or hire suitable candidates into these roles.
- Budget and strategy become formal responsibilities of director level roles.
- Senior manager time, previously allocated for budget and strategy, can be reallocated to contract development time.
- Program Director or Finance Director may be assigned people management responsibilities to build this capability for future promotion opportunities.
- Specific contract development expectations would be associated with this position.
- The job descriptions will need to be updated to reflect these changes.

19. Build stronger relationships with university programs to use as a recruiting source for entry-level professional employees.

EXISTING CONDITION

- Regional universities are not a major source of potential employees to the RDC and other similar organizations in outstate Minnesota.
- Program professors are not used as consultants and content experts in RDC Work.
- It is unclear how familiar they are with projects and opportunities for students to work in rural Minnesota and the opportunity for rapid career growth for graduating students.

RECOMMENDATION

- Use professors as content experts and consultants for RDC work to help them become more familiar with the type of work the RDC does and the career growth their students will experience.
- Ask consulting professors for student recommendations (the “short list”) and target them for potential employment.
- Share career path, onboarding process, and total compensation reports with program administrators and employment centers to educate them on the opportunities in rural Minnesota.
- As professors work in rural Minnesota, they gain real-world knowledge that shows up in their classrooms as anecdotes and experiences, helping students see RDC positions as viable employment options.

20. Partner with universities and/or consultants to create a series of learning intensives on public systems.

EXISTING CONDITION

- Some RDC employees have limited background in public systems.
- The knowledge must be gained through on the job experience. It is a bottleneck for developing new talent.
- There is no seminar or training class where new employees can be easily sent to gain this knowledge.

RECOMMENDATION

- Partner with Roger Rose at Morris to develop a series of workshops teaching concepts in public systems.
- Courses / workshops teach principles in a day long format but don't require the testing and writing of normal college courses.
- Courses build upon prior knowledge and experience; they target complexity in understanding how work occurs within the public sector.
- It is anticipated that this type of learning would allow the RDC to recruit from a more diverse set of candidates who don't have the requisite knowledge but are a good match in many other ways.
- Review new elected officials training for ideas and concepts that could be leveraged.
- Consider setting up master contracts with qualified organizations and individuals to increase agility when contracting for outside services.

21. **Create a schedule for new employee time allocation that lets them focus on learning their new job without the need to worry about contract development, then gradually switch to include contract development time.**

EXISTING CONDITION

- New employees must learn new job skills.
- Contract development with new employees is inefficient because they have not established new relationships or a performance track record.

RECOMMENDATION

- Structure new employee time to allow for job development without the need for contract development. Time could be allocated as follows:
 - 0 – 12 months – 100% time allocated to existing program or project
 - 12 – 18 months – 75% of time allocated to existing program or project and 25% spent on contract development
 - 18 – 24 months – 50% of time allocated to existing program or project and 50% spent on contract development
 - After 24 months, employee’s time spent on contract development falls within the normal expectation for that job
- This plan is explained up front so employees can begin observing and learning about contract development and how it is done in the organization.

22. Conduct a time study on the amount of administrative work planners and senior planners do to determine whether lower skill work can be shifted to lower wage workers, resulting in more time for higher wage workers to tasks uniquely suited to them.

EXISTING CONDITION

- There is a lack of administrative help at the RDC.
- Currently high wage workers often do administrative work that could be done by others.
- This results in high wage workers having limited availability to take on new or highly technical work.

RECOMMENDATION

- Conduct a time study and determine the amount of administrative work planners and senior planners do.
- Discontinue planners doing administrative work to allow them to focus on work that they are uniquely suited to accomplish because of their knowledge, skills, and abilities.
- This results in expanded capacity to the RDC to take on additional work that there is not currently time to do.

23. Reduce expenditures to levy authority levels and eliminate other activities not supported by the levy.

EXISTING CONDITION

- Current budget requirements exceed levy authority.
- RDC must continually develop new contracts in order to meet its budget needs.

RECOMMENDATION

- Reduce staff and expenditures to levels supported by the levy.
- All other services and programs would be discontinued.
- A methodology for allocating time fairly to the various LUGs would need to be created.

24. Shift all employees to 1099 contractor status

EXISTING CONDITION

- There is no additional capacity to take on more work at the RDC.
- Contractors / consultants are not available to augment staffing needs.

RECOMMENDATION

- Terminate all employees and switch them to contract workers / consultants via 1099 status. Maintain 1 – 2 employees to continue relationships with LUGS and coordinate contract work.
- Contract with 1099 consultants to perform RDC work.
- This provides additional work capacity as employees are only paid for work they actually perform. They are potentially incented to work more to earn more money.

25. Review education requirements for working at the RDC as a way to expand the candidate pool.

EXISTING CONDITION

- Most positions currently require a bachelors degree in planning (or similar degree) to work at the RDC.
- This may limit the pool of candidates who have the necessary experience to be valuable contributors to the RDC.
- It may also reduce applications for other college majors who have the basic needed skills and could easily learn the necessary technical skills.

RECOMMENDATION

- Consult with education experts on alternative degrees that would have the necessary foundational skills (critical thinking, learning agility, communication, writing, etc.) for RDC work.
- Identify specific experience requirements that could be used in evaluating non-traditional candidates for work at the RDC.
- Adjust job descriptions and recruiting efforts as appropriate.

Refine Expectations



26. Include contract development in the job descriptions of Managers, senior Managers, and Program Directors as performance criteria. Appraise annually during performance evaluations.

EXISTING CONDITION

- Contract development efforts are not specifically identified as part of the success criteria for employees.
- Each year, the RDC starts out with a significant budget deficit. It must be overcome through contract development.
- The shortfall is regularly discussed in staff meetings and progress tracked throughout the year but action is only regularly taken by a few number of employees.
- While it is understood how important this is, it is not specifically included in job descriptions, performance targets, and promotion opportunities.
- There are no contract development goals identified for different positions in the organizations.

RECOMMENDATION

- Revise job descriptions to include contract development language for planners and higher in the organization and measure contract development efforts during annual performance reviews.
- Add a column to the regular tracking worksheet that shows who was responsible for developing the project and getting the parties to sign on the dotted line.
- Train and mentor employees on how to listen for and recognize contract development opportunities and bring them back to the RDC to develop a strategy for moving forward.

27. Implement a Contract Development Leads report for the board that demonstrates how each board member is meeting the “apostleship” requirements.

EXISTING CONDITION

- As an expectation of participating on the RDC board, each board member is responsible for promoting and advocating for the RDC, as well as bringing new contract opportunities to the RDC.
- There is a high degree of variability between board members in contract development performance.
- There is currently no report that shows how effective each board member has been at bringing new contracts to the RDC.

RECOMMENDATION

- When bringing new contracts to the board for approval, include, when appropriate, the board member(s) who brought the work to the RDC’s attention.
- Create a new Contract Development Leads report that shows how each board member is performing in this area.
- Publish the report every six months.
- The Contract Development Leads Report can be used as one of the inputs into the annual board evaluation process.
- The Board Chair and the Executive Director can review the report and work with each board member to identify and explore new opportunities.
- The RDC can provide training on how to identify opportunities, have preliminary discussions, and hand off the discussions to the RDC for formal contract development and implementation.
- The Board survey could ask board members for opportunities to follow up on.
- Provide training to the board on how to generate leads for the RDC.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 28, 2020
RE: Staffing

I reviewed with the personnel committee my recommendation for the following reclassifications or one-time payout for the following employees:

- Reclassify Matt to Division Director – Finance Level II, Step 6
- Reclassify Kristi to Division Director- Planning, Level II, Step 9
- Provide a onetime \$2500 payout in additional compensation to Melissa for taking on a direct supervisory responsibility over the last year. This role is a task above her current job description. This is in addition to any performance evaluation salary increase.

ACTION REQUESTED:

Approve the following staff reclassifications and adjustments:

- Reclassify Matt to Division Director – Finance Level II, Step 6
- Reclassify Kristi to Division Director- Planning, Level II, Step 9
- Provide a onetime \$2500 payout in additional compensation to Melissa for taking on a direct supervisory responsibility over the last year. This role is a task above her current job description. This is in addition to any performance evaluation salary increase.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 28, 2020
RE: Executive Director Emergency Succession Plan

I have been working on the development of an emergency procedure for my position and have finalized a step by step process that would be followed in the event of an emergency change in my position. This is really done to protect the agency and provide some thoughtful process before such a crisis occurs. I shared this plan with the personnel committee, and they recommended adoption by the Commission.

ACTION REQUESTED:

Approval of the UMRDC Executive Director Emergency Succession Plan

EXECUTIVE DIRECTOR EMERGENCY SUCCESSION PLAN

SHORT TERM UNPLANNED ABSENCE

When the executive director departs unexpectedly, usually due to death or illness. This can be used as a short-term measure to sustain viability for short term illnesses or for longer-term use when it will take time for recovery of illness or to go thru replacement.

Actions in the event of an unplanned temporary/short absence of the executive director.

1. The finance director, administrative assistant or other appropriate staff shall immediately inform the Chairperson of the executive director absence.
2. The Chairperson shall convene an emergency meeting of the Board of Directors in person to affirm the procedures prescribed in this plan or to make modifications the committee deems appropriate.
 - a. **Review the responsibilities of the executive director per the job description which will be provided by RDC staff.**
 - b. **Designate an acting executive director.**
 - c. **Confirm authority and restrictions of the appointee:** The person appointed as acting executive director shall have authority for decision-making and independent action as the regular executive director except for the following circumstances that will require consultation with the Board of Directors:
 - i. **Hiring new personnel**
 - ii. **Terminating personnel**
 - iii. **Legal matters**Authority includes signature authority on all loans, grants, contracts, checks, etc. as outlined in Commission policy. The finance director will immediately issue all appropriate signature changes to include acting executive director; such as signature cards for checking account at bank.
 - d. **Define compensation for appointee:** The acting executive director shall receive a temporary salary increase above his/her current salary in an amount to be determined by the Board of Directors and confirmed by the full Commission. This salary would be prorated based on the number of days or months they serve in this role.
 - e. **Board Chair Responsibilities:** As with the executive director, the chairperson will have responsibility for monitoring the work of the acting executive director. In addition, the Board of Directors will also be alert to the special support needs of the acting executive director in their temporary leadership role.
 - f. **Communications Plan:** As soon as possible after the acting executive director has begun covering an unplanned absence of the executive director, the chairperson shall communicate the temporary leadership structure to the following:
 - i. All board members of the UMRDC
 - ii. Commission financial institution (signature authorizations)
 - iii. Other MN RDC executive directors
 - iv. Commission advisory committee members
 - v. Key partners as identified through consultation with senior staff
 - vi. Elected officials in region
 - vii. Work with the communications manager to develop a press release for regional newspapers and media and UMRDC website

TEMPORARY LONG-TERM ABSENCE

When the executive director unplanned absence is expected to last more than 3 months. A temporary absence is one in which it is expected the executive director will return to his/her position once the events precipitating the absence are resolved.

The procedures and conditions to be followed shall be the same as for the short-term unplanned absence with one addition:

1. The Board of Directors of the Board will give immediate consideration in consultation with acting executive director, to temporarily back-fill the position left vacant by the acting executive director OR they may decide to develop a temporary plan utilizing appropriate senior staff to cover the responsibilities of the position left vacant. This is in recognition of the fact that, for a term of more than 3 months, it may not be reasonable to expect the acting executive director to carry the duties of both positions. The position description of a temporary position would focus on covering the priority areas in which the acting executive director needs assistance.

PERMANENT ABSENCE

A permanent unplanned absence is one in which it is firmly determined that the executive director will not be returning to the position.

The procedures and conditions would include the steps in both the short-term unplanned absence and the temporary long-term absence and implement the following additions:

1. The Board of Directors shall appoint a Search Committee to include a minimum of three Board of Directors members and begin the process of a search for a permanent long-term executive director.
2. Search Committee will discuss the utilization a Search Consultant who will report directly to the Chair of the Search Committee to develop a full search plan and Implementation.
3. Search Committee Chair will work with the acting executive director to:
 - a. Develop RFP for a search consultant,
 - b. Set up interviews with Search Consultants. and
 - c. Once a Search Consultant has been selected, amend organizational budget to include both Search Committee and Search Consultant expenses.
4. When selection of the new executive director is made, Chair of Search Committee will work with acting executive director and communications staff to development a communications plan utilizing where appropriate the communications plan above for the formal announcement of a new executive director.

APPROVALS AND UPDATING OF THIS PLAN

1. Plan Updating and Approval: This succession plan will be annually reviewed and recommended by the Board of Directors for its vote and approval by the full Commission.
2. Maintenance of Record: This plan shall be included as part of the official policies of the UMVRDC from its annual adoption and will be available from the executive director, finance director, or administrative assistant.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

Personnel Committee Meeting

3-6pm, Wednesday, January 22, 2020

UMVRDC Offices

Attending: Gary Johnson, Rusty Dimberg, Jim Schmaedeka, Mark Bourne, Warren Rau– alternate

Absent: Gene Stengel

1) Policy Review

Annually the RDC reviews the agency policies for updates and any statutory changes. Attached are the proposed edits (**see attachment 1**).

M/S/P: Warren, James recommend Commission approval of proposed policy changes.

2) New Employee Benefit Considerations

As part of our strategic planning and in large part to the work I completed with consultant Don Jones, I have been looking at our policies related to benefits. After doing a lot of research and getting feedback from employees I am sharing a list of suggestions. I will have documentation from my research about these topics if you are interested or have questions. I would like to see several of these items recommended for implementation, but I am not expecting all of them to be approved. I am including the range of items that I have been researching. I can also share the feedback from staff at the meeting.

M/S/P: Mark, Rusty recommend Commission approval of the following new benefits for employees.

a) **Retain the hiring bonus and extend the retention pay policy to be extended after it's expiration next year to a every two year retention pay. These will remain lump sum payouts and are not increases to base salary.**

b) **Allow the following summer hours policy**

The UMVRDC offices will close at 2:30 pm on Fridays between Memorial Day and Labor Day. Staff may choose to utilize a Flexible Work Schedule earlier that week or they may use accrued vacation on banked leave. This would not cost the Commission anything.

c) **Amend the UMVRDC's severance policy as follows:**

5.11 Severance Policy. Upon separation of employment in good standing the following will occur:

A. For employees with less than 5 full years of employment the following items will be paid out to the employee.

- a. Any accrued vacation time due the employee.
- b. Any unused sick leave on the following basis:

1 through 2 years of service	nothing
3 through 5 years of service	5 percent of accumulated sick leave

B. For employees with more than 5 years of service the following will be transferred to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan (HCSP).

- a. Any accrued vacation time due the employee;
- b. Any unused sick leave on the following basis:
 - 6 through 10 years of service ~~5-10 percent~~ of accumulated sick leave
 - 11 through 19 years of service ~~7.5~~ 20 percent of accumulated sick leave
 - 20 or more years of service ~~10~~ 30 percent of accumulated sick leave

d) Implement a matching incentive for employee retirement investing.

Employees of the Commission are eligible to participate in the Minnesota Deferred Compensation Plan (MNDCP). Employees are also eligible to participate in the Roth 457(b) plan offered by the MNDCP.

The Commission will match up to 2% of employees contributions to the Minnesota Deferred Compensation or Roth 457(b) contributions. This can not exceed one-half of the available elective annual deferral per year per employee under the Internal Revenue Code (currently \$9,500 for those under age 50 and \$12,500 for those over age 50).

e) Allow employees to use payroll deduction for contributions to college 529 savings plans and add a onetime matching contribution of \$100 per employee.

f) Increasing life insurance coverage amount from \$10,000 per employee to \$25,000.

3) CY 2019 Cost of Living

Per our existing policy, the Commission considers an annual cost of living adjustment (COLA) for employees. This action also updates our salary chart we use when hiring new employees. COLA is projected and included when the annual budget is passed in July. In 2019 you approved a 2.35% increase which was the average of the five counties in our region. I have collected the average from counties for this year and it is shown below.

	2020
Big Stone	2
Chippewa	2.75
Lac qui Parle	2.5
Swift	2.5
Yellow Medicine	2.5
Average	2.45

M/S/P: Mark, Warren recommend Commission approval of a 2.45% COLA for CY2020, retroactive to January 1.

4) CY2019 Agency Contribution to Employee Health Savings Accounts

The current employee health plan deductibles vary depending on the health facility they choose. They range between \$3,200-6,400 for singles to \$4,000-8,000 for families. The employee pays 100% until that first deductible is met and then has a copay up to the max out of pocket of \$5,000/6,000 or up to

\$6,900/10,000 for the highest tier cost level facilities. This year several facilities in the region (Benson and Montevideo) moved to the highest cost tier.

Because we have selected a high deductible plan which has saved the Commission tens of thousands of dollars, the plan includes a Health Savings Account (HSA) where both the employer and the employee can put money in to be used for medical purposes. Per our policies the Commission annually considers an amount to contribute to the employee's HSA plans to soften the financial impact of the high deductible plans for employees.

We have had several employees who choose to stay under their spouse's health insurance plans-this saves the RDC substantial amounts of money. In the event these employees are not eligible for a HAS contribution we will contribute an amount equal to the single HSA employee contribution to a VEBA account for the employee.

In the last 2 years the Commission put \$1600 in each single coverage employee's HSA and \$3,200 in each family coverage employee's HSA.

In my recent RDC benefit comparison our HSA contribution ranked somewhere in the middle. 5th highest for single contribution and 2nd highest for family contribution.

M/S/P: James, Mark recommend Commission approval of \$1600 for single coverage and \$3200 for family coverage to a HSA for employees in CY 2020 retroactive to January 1, 2020. Employees not on our health plan will receive a contribution to a VEBA account for \$1600.

5) Performance Review of the Executive Director – Report from Chairman

Attached is a copy of Dawn's annual performance evaluation. This was completed by 17 of the 22 members of the Commission. Committee members reviewed the results and congratulated Dawn for her work. Dawn is currently maxed out for her salary range so will not see a step increase but will see an increase from retention pay and through COLA adjustments. See attachment 2.

6) Organizational and Compensation Restructuring

After working with Consultant Don Jones to look at benefits and organizational structure and systems, Dawn would like to make some structural changes with staff immediately and get the authorization to restructure our organizational structure and our compensation structure over the next year. The basis for this work comes from the report excerpt in attachment 3.

The goal of the work with the consultant related to four themes:

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

We have a talented team of professionals. We are at a tipping point to keep staff now after we have a stable core of workers. In our office it takes an employee about 5 years to really become a contributing force and after spending much time, money and effort training in staff we now need to find ways to keep them and make them feel rewarded and understanding there is opportunities for growth in the agency. We also need to consider succession planning in the event that any staff leaves.

Ultimately Dawn's goal is to be an employer of choice in the region and in the state in terms of planning agencies. This means that we need to compete in terms of benefits, wages, office culture and talent. I don't

see the type of employee we need for our office in much competition with our local counties and cities. If we had similar types of staffing needs, we would have seen more transition over the years and I can only think of four former employees that moved from our office to a local city or county position in 25 years (Scott Williams & Ryan Krosch). We compete more with other organizations across the state (consulting firms, engineering firms, other private sector business, state and federal agencies, and larger cities and counties who have planning staff, and RDCs). We also need to position our agency to attract new talent and the competition is fierce.

To retain and attract talent, the consultant identified a need to create more levels (grades) to allow for employee mobility and to recognize the various expectations as staff gain experience with the RDC. For example:

- Brand new employees take several years to gain understanding, connections and the capacity to help develop and secure contracts and projects in the region. He recommended creating a new sub class for planners for these entry level staff.
- Since our office is so small and our work so varied, there are only a few opportunities to directly supervise another employee. The term of supervising may not be ongoing either. He proposed having some mechanism that would provide one-time payment for those who have taken on extra responsibilities.
- There is also a need for some additional grades for employees, that would identify more directly the extra responsibilities that would come with an advancement. These grades might tie more directly to the expectation of securing contracts for the agency.

Dawn has spent some time doing a benefit and compensation study between the RDCs in MN and has been drafting some new structural concepts but would like to make this the biggest priority over the next year. It would impact salary and budgets. It will also be important to make sure to develop the supporting new job descriptions and to pay sure we address pay equity between all new grades. This may require the utilization of an external consultant to develop the final structure.

M/S/P: Mark, Warren recommend Commission authorization for the executive director to move forward with a plan to restructure the UMVRDC's staffing and compensation structure.

7) Current Staffing Adjustments

M/S/P Rusty, Mark to have the Commission support the executive director's recommendation to make the following staff reclassifications and adjustments.

- Reclassify Matt at Division Director – Finance Level II, Step 6
- Reclassify Kristi as Division Director- Planning, Level II, Step 9
- Provide a onetime \$2500 payout in additional compensation to Melissa for taking on a direct supervisory responsibility over the last year. This role is a task above her current job description. This is in addition to any performance evaluation salary increase.

8) Budget Overview of UMVRDC

A budget revision was shared that will be shared at the January Commission meeting for approval.

Informational only: No recommendation requested

9) Emergency Executive Director Succession Plan

Dawn shared an emergency succession plan for the executive director position . See attachment 4

- *M/S/P Rusty, Mark* to recommend Commission adoption of the proposed Executive Director Emergency Succession Plan.

2020 Personnel Policy Revisions

Any text in black is the original text.

Anything ~~crossed-out~~ will be text that will be removed

Anything in **red** is new

2.2 Background Check. All finalists for employment with the Commission will be subject to a background check. **Finalist will be required to sign a background check authorization and are entitled to a copy of the report.**

The Commission utilizes a third-party vendor to conduct a background investigation regarding a potential employee's character, general reputation, personal characteristics, and mode of living. The investigative report may be comprehensive and include inquiry into past employment, education, and activity, including, but not limited to public records, credit history, criminal background information, and driving record.

4.4 Purchasing. ~~All procurements for goods or services shall be in accordance with State and Federal law.~~

Purchases should be made from vendors within the region whenever feasible and cost-effective.

Purchasing Authority

Purchases that are included in the approved annual budget may be authorized by the executive director after following the proper procurement standards.

All purchases that are not included in the approved annual budget will be brought before the Commission for approval.

Purchases from the Commission's designated funds valued at more than \$3,500 individually will be brought before the Commission for approval.

All purchases will be reported to the Commission on the monthly Check/ACH Listing.

Purchase of Goods

The Commission will follow the MN Uniform Municipal Contracting Law 471.345 for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property.

For the purposes of this policy most of the Commission purchases fall under the \$25,000 threshold as defined under the MN Uniform Municipal Contracting Law.

If the purchase is estimated to be \$25,000 or less, the Commission has discretion to make the purchase by obtaining quotations or it may simply buy or sell the item on the "open market." If the Commission chooses to use quotations for the purchase, it shall be based, as far as practicable, on at least two quotations which shall be kept on file for at least one year.

For any purchases over \$25,000, the Commission will follow the process defined in by the Minnesota Uniform Municipal Contracting Law.

Purchase of Professional Services

The Commission may hire consultants such as attorneys, architects, engineers, accountants, or other persons with technical, scientific, or professional training. Without a competitive bid process unless required by funding sources to do so.

The Commission has discretion to make the purchase by obtaining quotations or it may simply purchase services on the “open market.” If the Commission chooses to use quotations for the purchase, it shall be based, as far as practicable, on at least two quotations which shall be kept on file for at least one year.

All purchases of professional services will be approved by the Commission.

Federal Award Purchasing

When using a federal award to purchase goods or services, the Commission will abide by the Federal Awards Administration policy listed in the Commissions’ Accounting Policy and Procedures Manual.

4.29 Whistleblower. The Commission requires board, committee, and taskforce members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all board, committee, and taskforce members and employees to comply with all applicable laws, regulatory requirements and policies.

Reporting Responsibility.

It is everyone’s responsibility to raise a concern promptly about a violation of Commission policy, law or regulation. This policy is intended to encourage and enable persons to raise serious concerns within the Commission prior to seeking resolution outside the Commission. In most cases, a board member should present his or her concerns to the Board Chair. All others should present their concerns to the Executive Director. However, if a board member is not comfortable speaking with the Board Chair or is not comfortable with the Board Chair’s response, or if a committee, or taskforce member or employee is not comfortable speaking with the Executive Director or with the Executive Director’s response, the person is encouraged to speak with anyone on the Board whom that person is comfortable in approaching.

No Retaliation.

The Commission prohibits retaliation against anyone who in good faith reports a violation of law, regulation or Commission policy or who cooperates in an Commission investigation. The Commission will not permit any harassment, retaliation or adverse employment consequence against a person for making a good-faith complaint, regardless of whether the underlying facts prove to be correct or result in any corrective action. An employee who retaliates against someone who has made a good-faith complaint under this policy is subject to discipline up to and including termination of employment. If you believe you are being retaliated against for raising a good-faith complaint under this policy, you may report this by following the *Reporting Responsibility* section of this policy.

Compliance Officer

The Commission’s Executive Director, working with the Board Chair, will act as the Commission’s Compliance Officer. The Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated. The Board Chair or his or her designee will assume the Compliance Officer role if the report involves the Executive Director.

Accounting and Auditing Matters.

The Board of Directors of the Commission shall address all reports, concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Board of Directors of any such complaint and work with the committee until the matter is resolved.

Requirement of Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the law, regulation or Commission policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality.

Violations or suspected violations of law, regulation or Commission policy may be submitted on an anonymous basis, but in deciding whether or not to make a report anonymously, please understand that investigation and resolution of anonymous reports may be more difficult than investigation and resolution of a non-anonymous report. Reports of violations or suspected violations of law, regulation or Commission policy will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

If warranted, the Commission will commence an appropriate investigation, using internal resources or external resources with expertise in conducting investigations. The Compliance Officer, or the person responsible for carrying out the Compliance Officer's role with respect to a reported or suspected violation, will acknowledge receipt of the reported violation or suspected violation by writing a letter (or e-mail) to the complainant promptly, unless the report has been made anonymously. Investigations will be conducted promptly and discretely, and appropriate corrective action will be taken if warranted by the investigation.

5.2 Holidays. Ten (10) paid holidays per year as follows:

New Year's Day	Labor Day
Martin Luther King Jr. Day	
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day

Provided that, when any of the above falls on a Sunday, the following day shall be considered a holiday and when any falls on a Saturday, the preceding day shall be considered a holiday. For work done on any of these days, employees shall be compensated in accordance with the provisions of 3.3. Employees who are paid for less than a full payroll period of eighty (80) hours shall have holiday compensation prorated when the holiday falls on a scheduled work day.

5.3 Health Insurance. The cost of coverage will be paid in full for full-time employees and the Commission will consider a dollar amount contribution for dependent coverage. Part-time employees working twenty (20) hours per week or more may purchase individual or family insurance with prorated contributions proportionate to hours worked.

Upon employee termination, health insurance will be prorated, and the Commission will pay for all days while employed by the Commission in that month. Employees will be responsible for the remaining cost of insurance for all days not employed by the Commission in that month.

5.4 Health Savings Account. The Commission will annually consider a financial contribution to an employee owned health savings account (HSA). The HSA must be owned and maintained by the employee. The Commission may assume some basic fees for establishing and maintaining HSAs, but all additional costs, fees or charges will be the responsibility of the employee.

If an employee is not eligible for an HSA, ~~payment to the employee of an amount equal to the HSA contribution.~~ **the Commission may consider a VEBA account for the employee**

AFLAC. The Commission allows for employees to voluntarily participate in AFLAC. The cost of any policy will be the responsibility of the employee.

5.12 Status of Benefits at Termination. Upon termination, your benefits are canceled as of your last day of employment. Any days remaining in a month where your benefits have been prepaid by the Commission will be prorated and it will be the responsibility of the employee to reimburse the Commission for these charges. However, as a terminated employee you are eligible for benefit continuation provisions under the Consolidated Omnibus Budget Reconciliation Act (COBRA) and under the Minnesota continuation of coverage laws.

6.9 Voting. Employees are entitled to take time off with pay to vote in any primary or general election or elections to fill state or federal senators or representatives. Employees must utilize the Commissions normal process for requesting time off in order to vote.

6.10 Election Judge. Employees will be allowed to use paid time off to serve as an election judge provided the employee gives at least 20 days written notice to the Executive Director. A certificate of appointment as an election judge may be requested from the employee, as well as documentation of the time required for the training and the hours during which the employee will serve as an election judge. Employees must utilize the Commissions normal process for requesting time off.

ACCOUNTING POLICIES AND PROCEDURES

Division of Duties

The following is a list of personnel who have responsibilities within the accounting department:

Executive Director (ED)

1. Reviews and approves monthly treasurers report.
2. Reviews annual budget.
3. Reviews and approves all contracts.
4. With the Financial Officer and staff, develops the annual budget.
5. Reviews all monthly bank statements.
6. Reviews and approves all program reports or appoints designee.
7. Has check signing authority on all RDC accounts
8. **May authorize technical assistance contracts of under \$3,500 without Commission approval.**

Federal Award Management

For the purchase of goods and services to which the Uniform Grant Guidance §200.320 applies, the Commission will utilize the following methods.

Micro purchases (under \$3,500)

Micro-purchase means a purchase of equipment, supplies or services using a federal funded program less than \$3,500. This micro-purchase maximum is lower than the state threshold of \$25,000 which directs the Commission's purchasing policy in cases other than federal funds.

Micro purchases do not require bids or quotes, however the Commission has discretion to make the purchase by obtaining quotations or it may simply buy or sell the item on the "open market." If the Commission chooses to use quotations for the purchase, it shall be based, as far as practicable, on at least two quotations which shall be kept on file for at least one year.

Micro purchases that are included in the approved annual budget or in the approved project budget may be authorized by the executive director after following the proper procurement standards.

All micro purchases that are not included in the approved annual budget or in the approved project budget will be brought before the Commission for approval. After approval, the Commission will follow the proper procurement standards.

All purchases will be reported to the Commission on the monthly Check/ACH Listing.

Small Purchases (Up to \$150,000)

Small purchase means a purchase of equipment, supplies or services for use in a federal funded program in an amount between \$3,500 and \$150,000.

The Commission is required to seek an adequate number of quotations for the purchase, A minimum of 2 sources will be considered to have met this requirement.

Quotes can be obtained from suppliers or from public websites and included as backup documentation for the purchase

All quotes will be brought before the Commission for approval.

Purchases of \$150,000 or more

Sealed Bids

Sealed competitive bids are publicly solicited when the total cost is estimated to be \$150,000 or more and when the following conditions apply:

- A complete, adequate, and realistic specification or purchase description is available;
- Two or more responsible bidders are willing and able to compete effectively for the business; and
- The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- 1) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
- 2) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- 3) All bids will be opened publicly at a time and place prescribed in the invitation for bids;
- 4) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- 5) Any or all bids may be rejected if there is a sound documented reason.

Procurement by Competitive Proposals.

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- 2) Proposals must be solicited from an adequate number of qualified sources;
- 3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- 4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- 5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Procurement by noncompetitive proposals.

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- 1) The item is available only from a single source;
- 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- 3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

4) After solicitation of a number of sources, competition is determined inadequate.

UMVRDC XD Performance Evaluation for CY 2019

See separate attached document.

12. Update organizational structure to allow employees to be promoted for their technical abilities, expertise, and contract development.

EXISTING CONDITION

- The current system in place at the RDC primarily allows for promotions based on supervising people and taking on strategic planning responsibilities.
- Based on this criteria and with only 9 employees, this means that most employees do not have the opportunity for promotion.
- Because most of the work is done in temporary teams, supervisor responsibilities can be unclear, especially for new employees.
- To address this situation in the past, there have been multiple supervisors, each having 1 over 1 supervision responsibilities. The result was the organization became too top heavy. Additionally, it was inefficient and reduced flexibility and nimbleness, hallmarks of the RDC's success.
- Many highly technical employees do not want or are not qualified to take on people management responsibilities but could be forced into it because that is the only path where they can receive promotions and the accompanying pay increases.

RECOMMENDATION

- Create a technical track that recognizes technical ability. As employees increase in their ability to deliver highly complex work with increasingly lower autonomy and higher impact, they can be promoted and receive pay increases.
- Employees are rewarded for gaining additional expertise, taking on work with greater scale and higher complexity, coaching and developing the skills of other employees, and bringing new contracts into the organization.
- Implement team evaluations where each team evaluates itself after each project is completed to ensure employees understand how to manage group dynamics and provide honest, candid feedback. This is a highly transferable skill to the work with community leaders since most project work requires employees to influence without having authority. (Additional information is included in a separate recommendation.)
- Be frank and candid with mid-level employees about people management opportunities and let them know that there will be limited opportunities within the RDC in this area.
- Update job descriptions to reflect revised emphasis on coaching and mentoring, contract development and project budget performance.

RDC PROMOTION TRACK

	Knowledge	Expertise	Budget Gap Responsibility*
Associate (planner assistant)	<ul style="list-style-type: none"> 2 year degree or 1 – 2 years relevant experience 	<ul style="list-style-type: none"> Computer skills Admin assistant skills Follow process Strong writing and editing in plain English Research and summarize findings Attention to detail 	N/A
Specialist (new position)	<ul style="list-style-type: none"> 2 or 4 year degree or 6 years relevant experience 	<ul style="list-style-type: none"> Understand the comprehensive planning process Implement projects Facilitate meetings Understand government and public administration Understand survey techniques Understand grant writing Understand how public finance works Understand local government policy and tools 	N/A**
Manager 1 (Planner)	<ul style="list-style-type: none"> 4 year degree Min 2 years of relevant experience 	<ul style="list-style-type: none"> See local context and spot opportunities Develop simple projects Work independently with some guidance 	5%
Manager 2 (new position)	<ul style="list-style-type: none"> 4 year degree Min 4 years of relevant experience 	<ul style="list-style-type: none"> Spot opportunities to act and successfully pitch a project Know local needs and how to act on them Develop complex projects Work autonomously Greater understanding of local context Apply experience from one context to another Advanced facilitation, public engagement, and conflict management skills Consistently deliver projects on time and on budget 	15%
Senior Manager 1 (Senior Planner)	<ul style="list-style-type: none"> Master's degree with 2 years experience 	<ul style="list-style-type: none"> Understand critical success factors for project success Develop complex proposals Work autonomously 	20%***

	<ul style="list-style-type: none"> Bachelors + min 6 years of relevant experience 	<ul style="list-style-type: none"> Draw on a deep network of relationships and connections Deep technical expertise Contract Development OR Coaching & Mentoring 	
Senior Manager 2 (new position)	<ul style="list-style-type: none"> Master's degree with 4 years experience Bachelors + min 8 years of relevant experience 	<ul style="list-style-type: none"> Contract Development AND Coaching & Mentoring 	40%***
Program Director (Division Director)	<ul style="list-style-type: none"> 5 years with RDC Master's degree preferred with 8 – 10 years relevant experience 	<ul style="list-style-type: none"> All skills above People supervision Budget Strategic planning 	20%

*The percent of the budget gap this level is responsible for closing.

** See recommended schedule for first 18 months on item 20.

***These levels may have additional contract development responsibilities tied to strategic growth initiatives designed to grow RDC overall and increase its capacity to serve the region. With this additional responsibility added, percentages may not equal 100%

POSITION FOCUS

Each position has a primary focus area as outlined below. Additional detailed information is contained in official job descriptions.

POSITION	PRIMARY POSITION FOCUS
Specialist	Task Performance
Manager 1	Basic Technical Expertise
Manager 2	Advanced Technical Expertise
Senior Manager 1	Contract Development OR Coaching & Mentoring
Senior Manager 2	Contract Development AND Coaching & Mentoring
Program Director	Strategy, Budget, and People Supervision

EXECUTIVE DIRECTOR EMERGENCY SUCCESSION PLAN

SHORT TERM UNPLANNED ABSENCE

When the executive director departs unexpectedly, usually due to death or illness. This can be used as a short-term measure to sustain viability for short term illnesses or for longer-term use when it will take time for recovery of illness or to go thru replacement.

Actions in the event of an unplanned temporary/short absence of the executive director.

1. The finance director, administrative assistant or other appropriate staff shall immediately inform the Chairperson of the executive director absence.
2. The Chairperson shall convene an emergency meeting of the Board of Directors in person to affirm the procedures prescribed in this plan or to make modifications the committee deems appropriate.
 - a. **Review the responsibilities of the executive director per the job description which will be provided by RDC staff.**
 - b. **Designate an acting executive director.**
 - c. **Confirm authority and restrictions of the appointee:** The person appointed as acting executive director shall have authority for decision-making and independent action as the regular executive director except for the following circumstances that will require consultation with the Board of Directors:
 - i. **Hiring new personnel**
 - ii. **Terminating personnel**
 - iii. **Legal matters**Authority includes signature authority on all loans, grants, contracts, checks, etc. as outlined in Commission policy. The finance director will immediately issue all appropriate signature changes to include acting executive director; such as signature cards for checking account at bank.
 - d. **Define compensation for appointee:** The acting executive director shall receive a temporary salary increase above his/her current salary in an amount to be determined by the Board of Directors and confirmed by the full Commission. This salary would be prorated based on the number of days or months they serve in this role.
 - e. **Board Chair Responsibilities:** As with the executive director, the chairperson will have responsibility for monitoring the work of the acting executive director. In addition, the Board of Directors will also be alert to the special support needs of the acting executive director in their temporary leadership role.
 - f. **Communications Plan:** As soon as possible after the acting executive director has begun covering an unplanned absence of the executive director, the chairperson shall communicate the temporary leadership structure to the following:
 - i. All board members of the UMRDC
 - ii. Commission financial institution (signature authorizations)
 - iii. Other MN RDC executive directors
 - iv. Commission advisory committee members
 - v. Key partners as identified through consultation with sr staff.
 - vi. Elected official in region
 - vii. Work with the communications manager to develop a press release for regional newspapers and media and UMRDC website

TEMPORARY LONG-TERM ABSENCE

When the executive director unplanned absence is expected to last more than 3 months. A temporary absence is one in which it is expected the executive director will return to his/her position once the events precipitating the absence are resolved.

The procedures and conditions to be followed shall be the same as for the short-term unplanned absence with one addition:

1. The Board of Directors of the Board will give immediate consideration in consultation with acting executive director, to temporarily back-fill the position left vacant by the acting executive director OR they may decide to develop a temporary plan utilizing appropriate senior staff to cover the responsibilities of the position left vacant. This is in recognition of the fact that, for a term of more than 3 months, it may not be reasonable to expect the acting executive director to carry the duties of both positions. The position description of a temporary position would focus on covering the priority areas in which the acting executive director needs assistance.

PERMANENT ABSENCE

A permanent unplanned absence is one in which it is firmly determined that the executive director will not be returning to the position.

The procedures and conditions would include the steps in both the short term unplanned absence and the temporary long-term absence and implement the following additions:

1. The Board of Directors shall appoint a Search Committee to include a minimum of three Board of Directors members and begin the process of a search for a permanent long-term executive director.
2. Search Committee will discuss the utilization a Search Consultant who will report directly to the Chair of the Search Committee to develop a full search plan and Implementation.
3. Search Committee Chair will work with the acting executive director to:
 - a. Develop RFP for a search consultant,
 - b. Set up interviews with Search Consultants. and
 - c. Once a Search Consultant has been selected, amend organizational budget to include both Search Committee and Search Consultant expenses.
4. When selection of the new executive director is made, Chair of Search Committee will work with acting executive director and communications staff to development a communications plan utilizing where appropriate the communications plan above for the formal announcement of a new executive director.

APPROVALS AND UPDATING OF THIS PLAN

1. Plan Updating and Approval: This succession plan will be annually reviewed and recommended by the Board of Directors for its vote and approval by the full Commission.
2. Maintenance of Record: This plan shall be included as part of the official policies of the UMRDC from its annual adoption and will be available from the executive director, finance director, or administrative assistant.

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission

Appleton Civic Center

November 26, 2019

Board Members Present: Jeff Olson, Diane Kepner, Gary Johnson, Jim Schmaedeka, Gary Hendrickx, Roy Marihart, Brett Buer, Carrie Bendix, Jay Backer, Rusty Dimberg, Jim Dahlvang, Lucas Olson, Warren Rau, Mark Bourne, Amanda Luepke

Board Members Absent: Gene Bies, Chuck Swanson, Dawn Regnier, Gene Stengel, Jim Curtiss, Bill McGeary

Guests: Nancy Agesen, Dana & Cole

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

Call to Order

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

Pledge of Allegiance conducted.

Introductions made.

Approve Agenda/Additions

M/S/P – Jay Backer, Jim Dahlvang made motion to approve the agenda with the addition of 1e. Agency Auto Replacement Recommendation.

Round Robin Discussion:

- *Gary Hendrickx, Swift County:* Union negotiations with law enforcement completed for 3 years-2.5%/2.25%/2.25%
- *Jay, Big Stone County:* New hwy department building going up.
- *Gary Johnson, Yellow Medicine County:* Clarkfield school is 50% down. Union negotiations going to mediation.
- *Rusty, Big Stone County Townships:* passed
- *Brett, Dawson/Boyd Schools:* Negotiations are done. 2.75% first year/3.25% second.
- *James, Chippewa County Townships:* passed
- *Jim, Chippewa County:* County engineer is retiring end of year. Tax abatement on 30-unit housing.
- *Mark, LqP County Townships:* absent
- *Jeff, LqP County Municipalities:* City wants to fix streets. Levy set at 3%.
- *Warren, Swift County Townships:* passed
- *Roy, LqP County:* passed
- *Gene Stengel, Yellow Medicine County Townships:* absent

- *Amanda, City Administrator:* Daycare center is closing effective December 5th. The city owned building will undergo strategic planning for the building's use. Café contract has been extended another 6 months.
- *Diane, Prairie Five CAC, Inc:* passed
- *Gene Bies, Yellow Medicine County Municipalities:* absent
- *Bill McGeary, Benson Schools:* absent
- *Lucas Olson, Swift County Municipalities:* passed
- *Dawn R, MnWest Community & Technical College:* absent
- *Carrie, Private Industry Council:* J&B plant out of Pipestone purchased-employees will keep position & wage. Working with MnWest on Diesel Mechanics and transportation careers...need of CDL drivers.
- *Jim C, Chippewa County Municipalities:* absent
- *Chuck, Upper Sioux Community:* absent
- *Michele, Big Stone County Municipalities:* City has paid off sewer project.

1. Action Items

a. FY2019 Audit Report

Nancy Agesen was present to review and discuss the agency FY19 audit that was conducted in September.

M/S/P – Mark Bourne, Jay Backer made motion to approve the FY19 audit as presented.

b. Swift County Hedgehog Request

Swift County has requested assistance for conducting a master plan for the OHV Park. Total cost will be \$25,000.

M/S/P – Jim Dahlvang, Roy Marihart made motion to fully fund the hedgehog grant application request of \$5000. Gary Hendrickx abstained.

c. MN Rural Broadband Coalition Contribution

The Coalition supports statewide funding for border to border broadband. We contributed \$500 in 2019 but their request has increased.

M/S/P – Gary Hendrickx, Rusty Dimberg made motion to authorize renew contribution to the MN Rural Broadband Coalition at the requested \$1000 level for 2020.

d. Granite Falls Hedgehog Request

The city of Granite Falls has requested assistance for writing a transportation alternative grant application for a trail. The total cost will be \$8000.

M/S/P – Mark Bourne, Jim Dahlvang made motion to fully fund the hedgehog grant application request of \$4000.

e. Agency Auto Replacement Recommendation

Bids from dealers in the region to replace the 2013 Chevy Malibu have been received. The recommendation is to replace the Malibu with an AWD 2020 Chevy Equinox. Local bids were compared to the state bids.

M/S/P – Jay Backer, Roy Marihart made motion to authorize the purchase of a 2020 Chevy Equinox from Erickson Chevrolet in Dawson for \$20,785 plus tax and relevant fees. Opposing were Gary Johnson and Jeff Olson.

2. Information Items

- a. Planner Update – A summary of current projects being worked on in the office by various staff. This update is a good tool for use for commissioners in other meetings.
- b. Executive Director’s Report – A brief-summary of projects and tasks that have required Dawn’s time and attention during the past month.
- c. RLF Update - Loan Status Report on the activity/inactivity of loans as well as other relative information.
- d. Health Insurance Update – The increase for health insurance through MN PEIP will be 6.5%. Increase to the agency is \$301.92 per month and each staff that is covered will be \$22.82 per month.

3. Discussion Items

- a. Hazard Mitigation Review - Update about the process, funding, and engagement on the county hazard mitigation plans and the other entities involvement with HSEM, FEMA, Joint Power Agreement (JPA).
- b. Hedgehog Grants – Review and discussion on a prior recommendation from May 2019 stating that the counties could not use the hedgehog grant to subsidize the costs for hazard mitigation plans.

M/S/P – Jim Dahlvang, Michele Backer made motion to allow hazard mitigation plans to be eligible for funding requests through the hedgehog grants.

- c. Strategic Planning/Staff Presentation – Highlights from working with a consultant team showing the direction this process is taking. Input from the board on simplifying the Mission, Purpose, Beliefs and Value statements describing what we do and why. Dawn brought all up to speed on the direction staff and the board subcommittee have been working on. Staff have been working on strategic planing. New processes have identified opportunities for increasing our impact in the region. A new strategic direction is being worked on that will replace our current BHAGs. New opportunities are being identified to replace or add to the good work we already do. Our challenge is to look at the opportunities and challenges identified that might help us internally organize, delegate, and process things differently than we are doing now and find ways to reallocate or assign time to work on new initiatives.

M/S/P – Jim Dahlvang, Michele Backer made motion to adopt the UMRDC 2019-2023 Strategic Directions.

4. Consent Agenda

- a. Minutes from October 2019
- b. October 2019 Treasurer’s Report and Board Payment Listings
- c. RLF Treasurer’s Report
- d. Christmas Eve Office Closure
- e. Swift County OHV Park Master Plan
- f. Milan SCDP Contract

- g. Prairie Five Milan SCDP
- h. Prairie Five Canby SCDP
- i. Dawson EDA RBDG Extension
- j. Granite Falls Contract
- k. Out of State Travel

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 October 2019
- Approval of the October 2019 Treasurer’s Report and Board Payment Listings 20810-20865 and all ACHs transactions
- Approval of the RLF treasurer’s report
- Approval to close the office beginning at 12 noon Tuesday, December 24th. All employees will use their accrued paid time off (PTO) for these hours
- Approval of the contract with Swift County of \$25,000 to develop a master plan for the OHV Park, and to subcontract with Hagstrom Engineering for \$9,400
- Authorization to sign the Milan Administration contract
- Authorization to sign the contract with Prairie Five Community Action Council for rehab field administration for the Milan/Watson SCDP
- Authorization to sign the contract with Prairie Five Community Action Council for rehab field administration for the Canby SCDP
- Authorization to extend the contract with the Dawson EDA for RLF plan development and USDA RBDG application
- Approval of the contract with the city of Granite Falls to write the full Transportation Alternatives Grant application
- Authorization for out-of-state travel included in the city of Benson technical assistance contract

Citizen Comment

James Hosken, Partnership Specialist with the US Census Bureau, representing region 6W, was present. James talked briefly about the upcoming census task and how crucial participating is and the importance of getting every person counted. In addition to the paper survey, the Census Bureau will also be collecting via telephone and internet. He is available for any assistance or questions that may arise. If interested in working with the Census, applications are being accepted on the website.

Adjournment

Was made by Chairman Johnson at approximately 7:50pm. Meeting ended.

APPROVED BY:

PREPARED BY:

Board Representative
Title

Jackie Sigdahl
UMVRDC Administrative Assistant

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: January 28, 2020
RE: November & December 2019 Treasurer's Reports & Payment Listing

Attached is the treasurer's report for November and December 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 November and December 2019.

ACTION REQUESTED:

For the Commission to approve the November and December 2019 Treasurer's Report, and Board Payment Listing with all checks (check # 20866–20941) and all ACH transactions.

November					
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
	FY20 Budget	Current November	YR-To-DT November	Percent of Budget	
Agency Revenues					
Interest	6,500	235	5,758	89%	
Levy	321,500	26,633	32,548	10%	
Potential HH Grants \$20,000 - will reduce levy as awarded	(6,000)		-		
Granite Falls TAP Application	(4,000)				
SCDP App - Appleton	(5,000)				
SCDP App - Clara city	(5,000)				
Match Fiscal Year 20 - will reduce as matched to contracts below			-		
Prairie Waters	(20,000)		-		
Transportation	(13,235)		-		
Potential grant match	(10,000)		-		
Miscellaneous	5,000	1,017	2,998	60%	
Ongoing Program Revenue					
EDA Planning Grant	70,000	35,000	35,000		
Meander	36,500	3,950	26,258		
Prairie Waters / Get Rural (\$20,000 FY20 Match)	157,935		53,958	34%	
Revolving Loan Fund Admin (Includes 10,000 FY 20 Match)	56,000	7,231	7,231	13%	
Transportation Planning Grant 20 (Includes 13,235 FY20 Match)	88,235		37,500	43%	
Local Contract Revenue					
New Contracts needed	72,227		-	0%	
Technical Assistance	-		-		
Appleton MNHS Byway	10,000				
Benson TA Contract	42,240	6,810	6,810	16%	
Blandin IT Connect	1,559		1,559		
Dawson MHS Roof Replacement	1,700				
Granite Falls Memorial Park	5,240		-		
Kerkhoven Comp plan (Includes \$5,000 FY19 HH)	12,120		-	0%	
Maccray Safe Routes to School	23,439				
Madison Public Arts Biome	3,200				
Maynard Museum	4,400		-	0%	
Monte Arts - North Staircase Implementation	1,600		-	0%	
RTCC	42,000				
Swift childcare case studies	5,000		5,000	100%	
Swift County OHV - Master Park Plan	7,550				
SWRSDP Developable Properties	6,725				
Grant Writing and Administration					
Appleton RLF Admin	2,100		-	0%	
Browns Valley Flood Recovery	2,325		-	0%	
Dawson EDA RDGB grant writing	3,580		1,048	29%	
Clara City DEED Redevelopment Grant	2,500				
Dawson Library FY19 (Includes \$2,150 FY19 HH)	1,350		-	0%	
Granite Falls Tap Application (\$4,000 FY20 HH)	8,000				
LQP County Park Grant # 2	4,020		-		
LQP RLF Admin	2,100		-		
LQP SRTS Engineering Grant	2,000				
SCDP Admin - Benson	10,000		-	0%	
SCDP Admin - Canby	8,500		-		
SCDP Admin - CGB	4,438		6,768	153%	
SCDP Admin - Clarkfield	16,400		-		
SCDP - Admin Granite Falls	13,500		-	0%	
SCDP - Admin Milan Watson	8,300		-	0%	
SCDP - App Appleton (\$5,000 FY20 HH)	10,000				
SCDP - App Clara City (\$5,000 FY20 HH)	10,000				
Total Revenue	1,026,548	80,876	222,436	22%	
Pass-Thru Revenue (not included above)		86,657	502,968		

	FY20 Budget				
Expenses					
Salaries/Fringe	811,743	63,343	305,027	38%	
Commissioner's Expense			-		
Per Diem / FICA	10,765	969	4,476	42%	
Public Officials Ins.	3,500		1,561	45%	
Meeting Expense	1,500	642	1,573	105%	
Travel C&C	6,500	505	4,064	63%	
Training	3,235		-	0%	
Audit	14,000		-	0%	
Contract for Services			-		
Eagle Eye Photography - Get Rural	2,500		-	0%	
Vivid Marketing - Get Rural	1,000		-	0%	
CST Students - Get Rural	1,750	1,263	1,263	72%	
CST Students - General	5,000		-		
Strategic Planning	2,850	1,637	1,637	57%	
Additional Contract work	3,000		-	0%	
Computer Technical Assistance	8,000	263	1,238	15%	
Virtual Server	4,000		-	0%	
Copy Charge/xerox lease	4,000	315	1,560	39%	
Depreciation	3,000	241	1,204	40%	
Dues / memberships	3,000		600	20%	
Insurance	1,300		298	23%	
Legal Fees	2,000		1,165	58%	
Miscellaneous	1,000	69	1,773	177%	
Office Rent	12,210	1,017	5,083	42%	
Postage	3,500	77	884	25%	
Printing/Advertising	4,500	458	2,149	48%	
RDC Marketing Item	2,000		450	23%	
Registration/Conference	4,000		948	24%	
Repairs/Maintenance	1,000		255	26%	
Software GMS/GIS/General	8,650	2,328	3,032	35%	
Sub./Publications	2,000	120	263	13%	
Supplies	4,500	91	1,936	43%	
Telephone/Internet	8,000	782	3,000	38%	
Staff Expense			-		
Travel	30,000	2,267	12,079	40%	
Morale	2,000		-	0%	
Wellness	2,000	102	604	30%	
Web Hosting/Maintenance	3,500	480	480	14%	
Pass Thru Activity			-		
Meander	23,000	3,452	14,820	64%	
Prairie Waters Ads	16,000	150	7,752	48%	
Total Expenses	1,020,503	80,571	381,173	37%	
EXCESS REV. OVER EXP.	6,045	305	(158,737)		
General Checking	\$ 68,501				
Money Market	\$ 317,177				
Certificate of Deposit	\$ 355,703				
RLF Savings	\$ 484,250				
Agency Auto	\$ 66,866				
Equipment Fund	\$ 26,517				
UMVRDC Secretary/Treasurer	Date	UMVRDC Executive Director		Date	

November 2019 Check/ACH Listing

Check#	Check Date	Vendor Name	Check Amount	Description
20866	11/4/2019	Appleton Press	34.80	Meander Advertising
20867	11/4/2019	Clarkfield Family Foods	71.79	Loan Overpayment due to final ACH
20868	11/4/2019	CULLIGAN WATER CONDITIONING	102.00	October Water Acc76091
20869	11/4/2019	MN PEIP	6,771.72	November Health Insurance Invoice 887110
20870	11/4/2019	SOUTHWEST RDC	84.60	Cake and Cupcakes for RDC all Staff meeting
20871	11/4/2019	SpecSys Inc.	299.78	Loan Overpayment due to final ACH
20872	11/4/2019	Vivid Image, Inc.	480.00	Annual Safe and Sound Website hosting Invoice # 14384
20872	11/4/2019	Vivid Image, Inc.	-21.00	Credit for Goodgle ads Overage CR 13429
20872	11/4/2019	Vivid Image, Inc.	20.00	Invoice #13570
20873	11/7/2019	Nitzkowski, Inc	107.88	mado retreat
20874	11/7/2019	Advocate Tribune	73.60	meander ad
20875	11/7/2019	Appleton Oil Company, Inc.	417.80	van maintenance
20876	11/7/2019	CANBY NEWS	36.00	meander ad
20877	11/7/2019	CITY OF APPLETON	1,016.67	nov rent
20878	11/7/2019	DONS FOOD PRIDE	30.76	supplies/mtg exp
20879	11/7/2019	Federated Telephone, Inc	313.50	internet/IT
20880	11/7/2019	Grants Management Systems, Inc.	388.50	annual license
20880	11/7/2019	Grants Management Systems, Inc.	388.50	lqp eda
20880	11/7/2019	Grants Management Systems, Inc.	1,551.00	fees/license/maint
20881	11/7/2019	Hometown Flooring & Blinds	2,175.00	1530 utah ave
20882	11/7/2019	Iowa Public Radio	355.00	meander ad
20883	11/7/2019	KDMA - Ingstad Broadcasting	80.00	meander ad
20884	11/7/2019	Madden's on Gull Lake	519.45	mado retreat
20885	11/7/2019	Minnesota Public Radio	300.00	byway ad
20885	11/7/2019	Minnesota Public Radio	570.00	meander ad
20886	11/7/2019	Montevideo Publishing	16.20	meander ad
20887	11/7/2019	NCPERS Group Life Ins	16.00	add'l life ins
20888	11/7/2019	Peopleworx, LLC	1,636.88	workshop/mileage
20889	11/7/2019	Regents of the University of MN	1,262.62	student/travel
20890	11/7/2019	Sleepy Eye Chamber of Commerce	25.00	SMTA mtg
20891	11/7/2019	SWIFT COUNTY HRA	11,250.00	SCDP admin
20892	11/7/2019	Swift County Monitor-News	64.40	meander ad
20893	11/7/2019	Western Guard	36.00	meander ad
20894	11/7/2019	Xerox Corporation	315.28	base charge
20895	11/20/2019	Jim Dahlvang	146.87	Nov board mtg
20896	11/20/2019	Gary Johnson	156.15	Nov board mtg
20897	11/20/2019	Warren Rau	61.25	Nov board mtg
20898	11/21/2019	Dyrdahl Lumber Co.	13,225.00	Clarkfield Owner Rehab - 1008 13th Ave
20899	11/21/2019	Ron Schade	10,761.00	Benson Owner Rehab - 413 11th St N
20900	11/21/2019	Scarcely Ltd.	450.00	Clarkfield Owner Rehab 1101 - 11th Ave
20900	11/21/2019	Scarcely Ltd.	450.00	1008 - 13th Ave, Clarkfield
20900	11/21/2019	Scarcely Ltd.	450.00	1221 14th St, Clarkfield
20900	11/21/2019	Scarcely Ltd.	450.00	913 8th St, Clarkfield
20900	11/21/2019	Scarcely Ltd.	450.00	1312 - 9th Ave, Clarkfield
20901	11/26/2019	George Kahmann	280.00	Meander Printing
20902	11/26/2019	Argus Leader	169.34	Meander Ads
20903	11/26/2019	Association of MN Counties	100.00	Invoice #55182 training
20904	11/26/2019	Bradley Hall	500.00	Meander Artist Coordination
20905	11/26/2019	Chase Card Services	138.00	CK - Charges parking and transportation conference
20905	11/26/2019	Chase Card Services	214.96	MM - Charges , supplies and dropbox
20905	11/26/2019	Chase Card Services	276.04	Agency auto
20905	11/26/2019	Chase Card Services	329.40	DH - Mado travel and docking stations for computers
20905	11/26/2019	Chase Card Services	411.94	LO - Benson flight to Nashville and UCC fees
20905	11/26/2019	Chase Card Services	7.35	JH - Charges
20905	11/26/2019	Chase Card Services	770.24	KB - travel for EDA
20905	11/26/2019	Chase Card Services	439.69	KF - travel and ads and postage
20905	11/26/2019	Chase Card Services	345.36	MS- ads and growing tourism
20906	11/26/2019	Forum Communications Company	116.50	Meander Ads
20906	11/26/2019	Forum Communications Company	86.15	Meander Ads
20907	11/26/2019	Eugene Stukel	500.00	2019 Meander
20908	11/26/2019	Greater Milan Initiative	45.00	Rental for Meander
20909	11/26/2019	Independent	120.00	Meander Ads State Number 054512
20910	11/26/2019	KLQP	49.50	MEander Ads
20911	11/26/2019	NCPERS Group Life Ins	16.00	NOvember Payroll deductions 954400112019
20912	11/26/2019	Ortonville Independent	112.00	Meander Ads
20913	11/26/2019	Stevens County Times	60.60	Meander Ads
20914	11/26/2019	USAbLe Life	21.80	Employee Life Ins BCN 4001309351
ACH	11/05/2019	Federated Telephone, Inc	608.98	Telephone/Internet
ACH	11/30/2019	Delta Dental	645.00	Dental Insurance
ACH	11/05/2019	MN STATE RETIREMENT SYSTEM	470.00	Staff PR Deferred comp
ACH	11/05/2019	Internal Revenue Service	4756.43	UMVRDC Staff PR taxes
ACH	11/05/2019	State of Minnesota	797.00	Staff State taxes
Direct Deposit	11/05/2019	PSB-Upper MN Valley RDC - Staff PR	15,716.69	Staff Payroll
ACH	11/05/2019	PUBLIC EMPLOYEES RETIREMENT ASSOC	3,358.80	Staff PR PERA
ACH	11/20/2019	Internal Revenue Service	4,715.70	UMVRDC Staff PR taxes
ACH	11/20/2019	State of Minnesota	786.00	Staff State Taxes
ACH	11/20/2019	MN STATE RETIREMENT SYSTEM	470.00	Staff PR Deferred comp
ACH	11/20/2019	PUBLIC EMPLOYEES RETIREMENT ASSOC	3,359.04	Staff PR PERA
ACH	11/05/2019	Further Select Account	1,533.30	Staff PR HSA
ACH	11/20/2019	Further Select Account	1,533.30	Staff PR HSA
Direct Deposit	11/20/2019	PSB-Upper MN Valley RDC - Staff PR	15,715.26	Staff Payroll
ACH	11/30/2019	Prairie Sun Bank	28.00	direct deposit fee
ACH	11/20/2019	Internal Revenue Service	137.84	Commissioner PR taxes
ACH	11/30/2019	Aflac (oct & nov)	163.84	Monthly fee

Pass-Thru Payments

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UMVRDC Secretary/Treasurer Date

112,538.62 Total Checks/ACH payments

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UMVRDC Executive Director Date

December					
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
	FY20 Budget	Current December	YR-To-DT December	Percent of Budget	
Agency Revenues					
Interest	6,500	245	6,003	92%	
Levy	321,500	114,150	146,698	46%	
Potential HH Grants \$20,000 - will reduce levy as awarded	-		-		
LQP SRTS Engineering Grant	(1,000)				
Granite Falls TAP Application	(4,000)		-		
SCDP App - Appleton	(5,000)		-		
SCDP App - Clara city	(5,000)		-		
Swift County OHV Park	(5,000)				
Match Fiscal Year 20 - will reduce as matched to contracts below			-		
Prairie Waters	(20,000)		-		
Transportation	(13,235)		-		
Potential grant match	(10,000)		-		
Miscellaneous	5,000	774	3,772	75%	
Ongoing Program Revenue					
EDA Planning Grant	70,000		35,000		
Meander	36,500	200	26,458		
Prairie Waters / Get Rural (\$20,000 FY20 Match)	157,935		53,958	34%	
Revolving Loan Fund Admin (Includes 10,000 FY 20 Match)	56,000		7,231	13%	
Transportation Planning Grant 20 (Includes 13,235 FY20 Match)	88,235		37,500	43%	
Local Contract Revenue					
New Contracts needed	68,527		-	0%	
Technical Assistance	-		-		
Appleton MNHS Byway	10,000		-		
Benson TA Contract	42,240		6,810	16%	
Blandin IT Connect	1,559		1,559	100%	
Dawson MHS Roof Replacement	1,700		-	0%	
Granite Falls Memorial Park	5,240		-	0%	
Kerkhoven Comp plan (Includes \$5,000 FY19 HH)	12,120		-	0%	
Maccray Safe Routes to School	23,439		-	0%	
Madison Public Arts Biome	3,200		-	0%	
Maynard Museum	4,400		-	0%	
Monte Arts - North Staircase Implementation	1,600		-	0%	
RTCC	42,000		-	0%	
Swift childcare case studies	5,000		5,000	100%	
Swift County OHV - Master Park Plan	7,550		-	0%	
SWRSDP Developable Properties	6,725		-	0%	
Grant Writing and Administration					
Appleton RLF Admin	2,100		-	0%	
Browns Valley Flood Recovery	2,325		-	0%	
Dawson EDA RDGB grant writing	3,580		1,048	29%	
Clara City DEED Redevelopment Grant	2,500		-	0%	
Dawson Library FY19 (Includes \$2,150 FY19 HH)	1,350		-	0%	
Granite Falls Tap Application (\$4,000 FY20 HH)	8,000		-	0%	
LQP County Park Grant # 2	4,020		-	0%	
LQP RLF Admin	2,100		-	0%	
LQP SRTS Engineering Grant	2,000		-	0%	
SCDP Admin - Benson	10,000		-	0%	
SCDP Admin - Canby	8,500		-	0%	
SCDP Admin - CGB	4,438		6,768	153%	
SCDP Admin - Clarkfield	16,400		-	0%	
SCDP - Admin Granite Falls	13,500		-	0%	
SCDP - Admin Milan Watson	8,300		-	0%	
SCDP - App Appleton (\$5,000 FY20 HH)	10,000	3,500	3,500	35%	
SCDP - App Clara City (\$5,000 FY20 HH)	10,000	3,500	3,500	35%	
Total Revenue	1,022,848	122,369	344,805	34%	
Pass-Thru Revenue (not included above)			502,968		

	FY20 Budget			
Expenses				
Salaries/Fringe	811,743	64,210	369,237	45%
Commissioner's Expense			-	
Per Diem / FICA	10,765	807	5,283	49%
Public Officials Ins.	3,500		1,561	45%
Meeting Expense	1,500	60	1,633	109%
Travel C&C	6,500	411	4,475	69%
Training	3,235		-	0%
Audit	14,000		-	0%
Contract for Services			-	
Eagle Eye Photography - Get Rural	2,500		-	0%
Vivid Marketing - Get Rural	1,000		-	0%
CST Students - Get Rural	1,750		1,263	72%
CST Students - General	5,000		-	
Strategic Planning	2,850	2,389	4,026	141%
Additional Contract work	3,000		-	0%
Computer Technical Assistance	8,000	1,688	2,925	37%
Virtual Server	4,000		-	0%
Copy Charge/xerox lease	4,000	315	1,875	47%
Depreciation	3,000	367	1,571	52%
Dues / memberships	3,000	1,000	1,600	53%
Insurance	1,300		298	23%
Legal Fees	2,000	69	1,234	62%
Miscellaneous	1,000		1,773	177%
Office Rent	12,210	1,017	6,100	50%
Postage	3,500	272	1,156	33%
Printing/Advertising	4,500		2,149	48%
RDC Marketing Item	2,000		450	23%
Registration/Conference	4,000		948	24%
Repairs/Maintenance	1,000	75	330	33%
Software GMS/GIS/General	8,650	364	3,396	39%
Sub./Publications	2,000		263	13%
Supplies	4,500	565	2,502	56%
Telephone/Internet	8,000	555	3,555	44%
Staff Expense			-	
Travel	30,000	681	12,760	43%
Morale	2,000		-	0%
Wellness	2,000	417	1,021	51%
Web Hosting/Maintenance	3,500		480	14%
Pass Thru Activity			-	
Meander	23,000	526	15,346	67%
Prairie Waters Ads	16,000	87	7,839	49%
Total Expenses	1,020,503	75,874	457,047	45%
EXCESS REV. OVER EXP.	2,345	46,495	(112,242)	
General Checking	\$ 103,943			
Money Market	\$ 317,405			
Certificate of Deposit	\$ 355,703			
RLF Savings	\$ 504,401			
Agency Auto	\$ 67,084			
Equipment Fund	\$ 21,517			
UMVRDC Secretary/Treasurer	Date	UMVRDC Executive Director		Date

December 2019 Check/ACH Listing

Check#	Check Date	Vendor Name	Check Amount	Description
20915	12/5/2019	Appleton Press	13.86	HM project-paper
20916	12/5/2019	Big Stone Radio	200.00	meander ad
20917	12/5/2019	CITY OF APPLETON	1,016.67	dec rent
20918	12/5/2019	CULLIGAN WATER CONDITIONING	57.00	water/cooler rent
20919	12/5/2019	DONS FOOD PRIDE	87.47	mtg exp/supplies
20920	12/5/2019	Federated Telephone, Inc	1,738.50	internet/IT
20921	12/5/2019	Gray, Plant, Mooty, Mooty & Bennett, P.A.	69.00	RLF legal
20922	12/5/2019	Hawleys Inc.	23,152.00	benson:1209 pacific ave
20923	12/5/2019	Ruth Keller	75.00	office cleaning
20924	12/5/2019	Xerox Corporation	315.28	base charge
20925	12/20/2019	Mark Bourne	79.23	Nov board meeting
20926	12/20/2019	Jim Dahlvang	79.81	Nov board meeting
20927	12/20/2019	Gary Johnson	87.93	Nov board meeting
20928	12/20/2019	Warren Rau	61.25	Nov board meeting
20929	12/13/2019	MN PEIP	6,771.72	Invoice 894295 December 2019 Health Insurance
20930	12/18/2019	Beth Fitcher	360.00	Employee Wellness
20931	12/18/2019	Clara City Herald	36.00	Meander
20932	12/18/2019	Grants Management Systems, Inc.	64.00	Annuaal Maint
20933	12/18/2019	Minnesota Public Radio	680.00	Invoices 14338-00003 and 14338-00002 Scenic Byway
20934	12/18/2019	MN PEIP	7,676.12	January Health Insurance Invopice 913681
20935	12/18/2019	National Print + Promo	258.38	Reorder of checks Order Number 43-147564
20936	12/18/2019	Winthrop Economic Development Authority	1,000.00	2020 Broad band Coalition membership
20937	12/23/2019	Andrea Fox Jensen	2,389.20	4th payment for Strategic Planning
20938	12/23/2019	Chase Card Services	5,744.44	DH - Computers 2 laptops and 2 desktops
20938	12/23/2019	Chase Card Services	86.91	MS - Facebook ads
20938	12/23/2019	Chase Card Services	490.09	KF - Facebook ads
20938	12/23/2019	Chase Card Services	29.91	LO - case for laptop
20938	12/23/2019	Chase Card Services	406.80	MM - Supples and Clockwise
20938	12/23/2019	Chase Card Services	24.68	KB - postage
20938	12/23/2019	Chase Card Services	281.28	CK - Travel
20938	12/23/2019	Chase Card Services	115.60	Agency Auto
20939	12/23/2019	NCPERS Group Life Ins	16.00	December Life Ins
20940	12/23/2019	Upper MN River Watershed Dist.	5,190.00	Request #18
20940	12/23/2019	Upper MN River Watershed Dist.	526.50	DNR Request #18
20941	12/23/2019	USABLE Life	51.20	Life Ins BCN # 4001370089
ACH	12/05/2019	Federated Telephone, Inc	381.60	Telephone/Internet
ACH	12/05/2019	Delta Dental	645.00	Dental Insurance
ACH	12/05/2019	MN STATE RETIREMENT SYSTEM	470.00	Staff PR Deferred comp
ACH	12/05/2019	Internal Revenue Service	4,629.07	UMVRDC Staff PR taxes
ACH	12/05/2019	State of Minnesota	767.00	Staff State taxes
Direct Deposit	12/05/2019	PSB-Upper MN Valley RDC - Staff PR	15,376.79	Staff Payroll
ACH	12/05/2019	PUBLIC EMPLOYEES RETIREMENT ASSOC	3,311.72	Staff PR PERA
ACH	12/20/2019	Internal Revenue Service	4,635.12	UMVRDC Staff PR taxes
ACH	12/20/2019	State of Minnesota	768.00	Staff State Taxes
ACH	12/20/2019	MN STATE RETIREMENT SYSTEM	470.00	Staff PR Deferred comp
ACH	12/20/2019	PUBLIC EMPLOYEES RETIREMENT ASSOC	3,299.23	Staff PR PERA
ACH	12/05/2019	Further Select Account	1,533.30	Staff PR HSA
ACH	12/20/2019	Further Select Account	1,533.94	Staff PR HSA
Direct Deposit	12/20/2019	PSB-Upper MN Valley RDC - Staff PR	15,498.88	Staff Payroll
ACH	12/31/2019	Prairie Sun Bank	28.00	direct deposit fee
ACH	12/20/2019	Internal Revenue Service	114.90	Commissioner PR taxes
ACH	12/27/2019	Aflac (december)	81.92	Monthly fee
			112,776.30	Total Checks/ACH payments

Pass-Thru Payments

UMVRDC Secretary/Treasurer Date

UMVRDC Executive Director Date

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: January 28, 2020
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.

December 2019 Transaction Notes:

- None

ACTION REQUESTED:

To approve the UMVRDC's December 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: *\$347,635.87 (Original RLF) and \$108,433.72 (Disaster RLF).*

December 2019 RLF TREASURER'S REPORT

	Terms				Reporting Transactions				
	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Loan Closed	Notes	December Payments	Original RLF Balance at 12/31/19	Disaster RLF Balance at 12/31/19
1 After Five Supper Club	40,000		5.00%	5	9/14/2018		\$ 316.32	\$ 37,969.68	
2 Al's Mercantile	50,000		5.00%	10	1/21/2011		\$ 538.82	\$ 6,288.54	
3 Anderson TeBeest Funeral Home	69,720		4.50%	7	3/29/2018		\$ 970.12	\$ 55,092.33	
4 Appleton Power	40,000		4.00%	10	11/1/2018		\$ 404.98	\$ 36,816.41	
5 Barr's/Conroy Electric, Inc.	46,000		4.00%	10	1/5/2012		\$ 466.73	\$ 11,867.30	
6 BK Bar & Grill	40,000		5.50%	10	10/5/2018		\$ 435.11	\$ 36,823.81	
7 Books by Kelly	20,000		5.00%	5	7/31/2010		\$ 121.69	\$ 6,842.97	
8 Clara City Foods, Inc	100,000	100,000	4.00%	10	4/8/2016		\$ 2,025.90	\$ 67,764.95	\$ 67,764.95
9 Clarkfield Enterprises, Inc	60,000		4.50%	7	11/1/2017		\$ 835.01	\$ 44,185.48	
10 DoMat's	100,000		4.00%	10	8/29/2016		\$ 1,013.45	\$ 71,809.91	
11 Granite Falls Dairy Queen, Inc	100,000		4.00%	10	4/25/2012		\$ 1,013.45	\$ 28,063.30	
12 GoFasters Powersports & Marine	50,000	50,000	5.00%	15	6/14/2019		\$ 791.79	\$ 49,188.52	\$ 49,188.52
13 Handeland Chiropractic, LLC	33,000		5.00%	10	1/5/2011		\$ 365.66	\$ 4,270.17	
14 Headquarters Bar & Grill		90,000	5.50%	10	10/26/2018		\$ 977.74		\$ 82,522.88
15 Jamers 1 Stop		20,000	4.50%	5	3/1/2018		\$ 373.86		\$ 13,547.09
16 J C & Sons Hardware Inc	70,000		4.00%	10	2/22/2010		\$ 709.72	\$ 2,142.52	
17 KEC of Granite Falls DBA Picht's	50,000		4.00%	10	5/26/2016		\$ 507.23	\$ 34,720.51	
18 Krave Wellness Studio	26,000		5.00%	5	7/24/2019		\$ 491.65	\$ 24,494.76	
19 Lumpy's Inc.	30,000		5.00%	5	12/14/2017		\$ 566.14	\$ 18,859.18	
20 Merritt Construction, Inc.	10,000		4.50%	12	7/11/2012		\$ 104.64	\$ 3,119.46	
21 Northern Geo, LLC	50,000	100,000	4.00%	10	2/27/2014		\$ 1,518.68	\$ 24,465.84	\$ 48,931.69
22 Northern Geo, LLC (2)	60,000	20,000	4.25%	10	1/6/2017		\$ 819.50	\$ 45,022.42	\$ 15,007.47
23 Private Industry Council	50,000		4.25%	9.6	8/1/2005		\$ 396.39	\$ 1,031.87	
24 R&R Outdoors	11,000		4.00%	10	8/23/2013		\$ 31.00	\$ 7,567.20	
25 SEWearable Designs (2)	27,250		4.50%	10	2/14/2017		\$ 282.41	\$ 20,890.58	
26 Streblov Family Enterprise dba Carl's Bakery		50,000	5.00%	10	8/30/2019		\$ 531.33		\$ 49,145.55
27 The Dryer Doctors	34,000		4.50%	10	8/14/2017		\$ 352.87	\$ 27,386.68	
28 The Dryer Doctors (2)	28,000		4.50%	10	7/31/2019		\$ 290.69	\$ 27,315.52	
29 The Sawmill	50,000		4.00%	10	3/31/2010		\$ 203.81	\$ 23,709.09	
30 Trish's Catering	38,000		4.25%	10	5/31/2017		\$ 390.26	\$ 30,033.90	
31 Western Consolidated Cooperative	100,000	100,000	4.25%	10	10/24/2017		\$ 2,049.75	\$ 81,678.60	\$ 81,678.60
	1,382,970	530,000					\$ 19,896.70	\$ 829,421.50	\$ 407,786.75

Balance of Bank Accounts			
Total Original RLF Funds:	1,225,017.37		Total Disaster RLF Funds: 516,220.47
Previous month's bank balance	381,032.57	Previous month's Bank Balance	102,845.75
Loan Repayment	14,362.73	Loan Repayment	5,533.97
Loan Disbursement	-	Loan Disbursement	-
December '19 - Bank Interest	200.57	December '19 Bank Interest	54.00
Admin Transfer -	-	Admin Transfer	-
Origination or Loan Payoff Fees	-	Origination or Loan Payoff Fees -	-
Bank Account Balance at 12/31/19	395,595.87	Bank Account Balance 12/31/19	108,433.72
Devo's Paint and Body	(47,960.00)		-
Balance available for lending	\$ 347,635.87	Balance available for lending	\$ 108,433.72

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

Date

Date

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 28, 2020
RE: MN Pay Equity Report

As a public employer, the UMVRDC is required to complete a pay equity report every three years. According to the MN office of Management and Budget, this reporting process is in place “to eliminate any gender-based wage inequities in compensation”.

Since our office is small in size and since we don't have any male dominated classes in our structure when I complete the initial report it forwarded me on to some alternative testing measures. The reports are attached.

ACTION REQUESTED:

Authorize the UMVRDC Chairman to approve this report and submit the 2020 Pay Equity Report to the MN Office of Management and Budget.

Pay Equity Implementation Report

Print Date: 1/8/2020

* DRAFT COPY *

Part A: Jurisdiction Identification

Jurisdiction: Upper Minnesota Valley Regional Development Commis
323 West Schlieman Avenue

Jurisdiction Type: Other

Appleton MN 56208

Contact: Dawn E. Hegland

Phone: (320) 289-1981

E-Mail: dawn.hegland@umvrdc.org

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: State Job Match

Description:

[Empty box for description]

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

- 3. An official notice has been posted at:

Staff break room kitchen bulletin board
(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Upper Minnesota Valley Regional Development Commission
(governing body)

Gary L. Johnson
(chief elected official)

Chairman
(title)

Part C: Total Payroll

\$562,726.68

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: [Empty box]

Job Class Data Entry Verification List

Case: 2019 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Administrative Assistant	0	1	F	141	\$33,236.00	\$48,136.00	0.00	8.00	
6	Planner Assistant	0	1	F	169	\$38,775.00	\$56,158.00	0.00	1.00	
2	Planner	1	2	B	238	\$44,315.00	\$64,181.00	0.00	6.00	
3	Senior Planner	2	1	B	314	\$55,393.00	\$80,226.00	0.00	16.00	
5	Executive Director	0	1	F	483	\$77,551.00	\$112,317.00	0.00	25.00	

Job Number Count: 5

Compliance Report

Jurisdiction: Upper Minnesota Valley Regional Developme
323 West Schlieman Avenue
Appleton MN 56208

Report Year: 2020
Case: 1 - 2019 DATA (Private (Jur Only))

Contact: Dawn E. Hegland Phone: (320) 288-1981 E-Mail: dawn.hegland@umvrdc.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	0	3	2	5
# Employees	0	0	9	9
Avg. Max Monthly Pay per employee	-	-	-	-

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 0.00 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	0	0
b. # Below Predicted Pay	0	0
c. TOTAL	0	0
d. % Below Predicted Pay (b divided by c = d)	0.00	0.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 0	Value of T = 0.000
-----------------------------	--------------------

- a. Avg. diff. in pay from predicted pay for male jobs = \$0
- b. Avg. diff. in pay from predicted pay for female jobs = \$0

III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 0.00
- B. Avg. # of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
- B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 28, 2020
RE: NADO Policy Conference

I would like to attend this years NADO policy conference in Washington, DC on March 16-18. Looking at the agenda there are several relevant topics for the UMVRDC (see attached). There are dollars in the training budget to cover the expense of attending.

ACTION REQUESTED:

Authorize the UMVRDC executive director for out of state travel to attend the NADO Annual Policy Conference.



Draft Agenda

Monday, March 16, 2020

Time	Session	Who Should Attend?
7:30 a.m. – 6:00 p.m.	Registration	
8:00 a.m. – 9:00 a.m.	DDAA Breakfast and Annual Business Meeting	DDAA members
9:00 a.m. – 9:15 a.m.	Break	
9:15 a.m. – 10:30 a.m.	Opening Plenary Session: Innovative Solutions to Common Challenges	All attendees
10:30 a.m. – 10:45 a.m.	Break	
10:45 a.m. – 12:00 p.m.	Concurrent Breakout Sessions:	All attendees
	Breakout A: Taking Economic Development Planning to the Next Level with StatsAmerica	<i>NADO focus track</i>
	Breakout B: ARC Strategic Plan Input Session	<i>DDAA focus track</i>
	Breakout C: Economic Trends and Transitions	<i>Joint focus track</i>
12:00 p.m. – 12:15 p.m.	Break	
12:15 p.m. – 1:30 p.m.	Plenary Luncheon: Election 2020: What's at Stake	All attendees
1:30 p.m. – 1:45 p.m.	Break	
1:45 p.m. – 3:00 p.m.	Concurrent Breakout Sessions	All attendees
	Breakout A: Travel, Tourism, and Placemaking as Economic Drivers	<i>NADO focus track</i>
	Breakout B: Revolving Loan Funds – Best Practices	<i>DDAA focus track</i>
	Breakout C: How Opportunity Zones are Changing the Regional Development Policy Landscape	<i>Joint focus track</i>
3:00 p.m. – 3:30 p.m.	Break	
3:30 p.m. – 4:30 p.m.	NADO Regional Caucus Meetings	NADO members
4:30 p.m. – 6:00 p.m.	Federal Agency Networking Event	All attendees

Tuesday, March 17, 2020

Time	Session	Who Should Attend?
8:00 a.m. – 10:00 a.m.	Registration	All attendees
8:00 a.m. – 9:00 a.m.	DDAA Breakfast	DDAA members
9:00 a.m. – 10:00 a.m.	Plenary Session: Heading to the Hill: Tips for Effective Advocacy	All attendees
10:00 a.m. – 5:00 p.m.	Hill Visits (on your own) <i>NOTE: Attendees are encouraged to spend this open block of time on Capitol Hill educating your members of Congress about your work. Hill visits are self-directed. If you need help securing contact information for Hill staffers and schedulers, please contact Mirielle Burgoyne at mburgoyne@nado.org. Please note that Congress will not be in session the week of March 15, 2020, however this event still lends a great opportunity to spend time on Capitol Hill and meet with Hill staffers.</i>	NADO focus track
10:00 a.m. – 10:30 a.m.	Break	
10:30 a.m. – 11:30 a.m.	ARC Substance Abuse Advisory Council	DDAA focus track
11:30 a.m. – 1:00 p.m.	Lunch on your own	
1:00 p.m. – 2:15 p.m.	Concurrent Breakout Sessions <i>NOTE: Concurrent sessions on Tuesday are technical sessions intended for RDO staff to build their knowledge and skills. Senior staff and executive directors are encouraged to spend this time on Capitol Hill educating your representatives in Congress about your work.</i>	DDAA focus track
	Breakout A: Building a Recovery-to-Work Ecosystem	DDAA focus track
	Breakout B: Alternative Uses of GIS	DDAA focus track
2:15 p.m. – 2:45 p.m.	Break	
2:45 p.m. – 4:00 p.m.	Concurrent Breakout Sessions	DDAA focus track
	Breakout A: LDD Strategic Planning in Action	DDAA focus track
	Breakout B: Innovations in Rural Broadband	DDAA focus track
4:00 p.m. – 4:30 p.m.	Break	
4:30 – 6:00 p.m.	Reception	All attendees

Wednesday, March 18, 2020

Time	Session	Who Should Attend?
8:00 a.m. – 11:00 a.m.	Registration	
8:30 a.m. – 9:30 a.m.	Plenary Breakfast: Federal Agency Panel	All attendees
9:30 p.m. – 9:45 p.m.	Break	
9:45 a.m. – 11:00 a.m.	Closing Plenary: Key Policy Priorities in 2020 and Beyond	All attendees
11:00 a.m.	Conference Concludes	
12:00 p.m. – 5:00 p.m.	CEDS Training Workshop <i>NOTE: the CEDS Training Workshop is a separate event with its own registration process. This free interactive workshop provides attendees with an opportunity to learn about promising practices and approaches for Comprehensive Economic Development Strategies (CEDS) planning, development, and information. For more information, please contact Brett Schwartz at bschwartz@nado.org.</i>	

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Chad Kingstrom, Community Development Specialist
DATE: January 28, 2020
RE: LQPV Safe Routes to School Engineering Grant

The Lac qui Parle Valley School District requested grant writing assistance to complete the full application for the Safer Routes to School Engineering Grant. The District would like engineering level input into the best design for future parent and bus loading areas that will be impacted by building renovations. If selected, the grant would provide this engineering service to the District with no local match required. The project proposal has received local support and the county engineer has written a letter agreeing to act as the local agency project manager. The attached technical assistance agreement was signed by the LQPV Superintendent Greg Schmidt. Because of the limited time between contract development and grant deadline, per UMVRDC policy, the contract was approved by Chair Gary Johnson by email. The application deadline was January 17, 2020 and the application was submitted on this date.

ACTION REQUESTED:

Approve the contract with the LQPV School District and authorize the executive director's signature on the contract to write the Safe Routes to School Engineering Grant application.

Encl.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
And the
LQPV School District
FY20-13

This Contract for Services, made this 17th day of December 2019, is by and between the LQPV SCHOOL DISTRICT, hereinafter referred to as the DISTRICT, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMRDC.

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

1. Complete on behalf of the DISTRICT the MN Safe Routes to School Engineering Grant and submit it to MnDOT by January 17, 2020.
2. Appoint a primary contact for the project;
Name: Chad Kingstrom (or his successor)
Email: Chad@umvrdc.org Phone: (320) 289-1981 ext. 107
3. Identify and coordinate the gathering of data from the DISTRICT and other identified stakeholders or partners in order to complete the application.

SECTION II. DESCRIPTION OF DISTRICT'S RESPONSIBILITIES

The DISTRICT agrees to:

1. Appoint a primary contact for this project;

Name:
Email
Phone:
2. Provide the UMRDC with specific information, plans, resolutions and documents as needed to complete the UMRDC's services including:
 - a. Vision for successful engineering study

- b. Safety risks or hazards around the schools
 - c. Current Safe Routes to School Team member list
 - d. Walking and biking related school policies
 - e. Student demographic data
 - f. Anonymized student location data
 - g. School details including: enrollment, percentage of walkers and bikers, and percentage of free or reduced lunch recipients
3. Be the party responsible for updating and maintaining all work completed under this Contract.
 4. Compensate the UMRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

This Contract is effective from December 17th, 2019 to March 1st, 2020.

The time period for this Contract may be amended upon request and signed approval by both the UMRDC and DISTRICT.

SECTION IV. COMPENSATION FOR SERVICES

The cost for this project is \$2000 PLUS related direct charges (mileage, supplies etc).

The DISTRICT agrees to pay the UMRDC to complete the activities outlined in Section I.

50% of the total cost of this contract is due upon the signing of this contract and 50% upon the final submission of the grant application.

The DISTRICT is eligible to apply for a UMRDC Hedgehog Grant that could subsidize up to 50% of the cost of this contract. Any awarded funds will reduce the amount due from the DISTRICT.

The UMRDC will provide the DISTRICT with an invoice indicating services provided and an itemization of any direct charges and the total amount due.

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

SECTION V. GENERAL PROVISIONS

Changes in UMRDC Services

In the event the DISTRICT requests additional service from that described in Section I, and such services are to be completed by the UMRDC, the UMRDC shall be entitled to additional compensation as agreed to by both the UMRDC and DISTRICT. This Contract

shall be amended, or a new contract shall be created to reflect additional services and compensation.

Hold Harmless

The DISTRICT agrees to defend, indemnify and hold UMRDC, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney fees and expenses arising out of any act or omission on the part of the DISTRICT, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the vendor or the subcontractors, partners or independent contractors or any of their agents or employees under the agreement,

Termination

This agreement may be terminated by either the UMRDC or DISTRICT upon fourteen (14) days prior written notice.

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

Severability

Any provision or part of this Contract identified by either party as unenforceable under any law or regulation shall be considered stricken, but all remaining provisions shall continue to be valid and binding upon the UMRDC and DISTRICT. The Contract shall be revised to replace such stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

The UMRDC and DISTRICT hereby accept this Contract for professional services. The parties hereto have caused this Contract to be duly executed.

UMVRDC Executive Director Signature
UMVRDC

Signature of DISTRICT Authorized Official

Title:_____

Date: _____

Date: _____

_____ Date of UMRDC Board Approval

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: January 28, 2020

RE: Dawson MNHS – Roof Implementation Contract

The City of Dawson has requested assistance to implement a Minnesota Historical Society (MNHS) Historical and Cultural Grant received to complete Roof Replacement, Site Grading and Water Damage Repairs. This includes grant reporting, correspondence with consultants and attendance to up to three meetings. The cost of this contract is \$3,200.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract for \$3,200 with the City of Dawson to implement a Minnesota Historical Society Historical and Cultural Grant.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
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CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF DAWSON
DAWSON MNHS GRANT – ROOF IMPLEMENTATION
#20-16

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

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

WHEREAS, the nature of the said services is to assist the CITY with grant implementation; and

WHEREAS, the UMRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning January 1, 2020; and

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

- A. Implement the current grant received from MNHS Grant # 190723530 to complete Roof Replacement, Site Grading and Water Damage Repairs. This includes
 - a. Grant reporting
 - b. Correspondence with consultants and city or EDA regarding this grant and to communicate the milestones
 - c. Attendance of up to three meetings

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project;
- B. Conduct the formal procurement process that follows MNHS guidelines that includes: formal notice, send out RFP, and all other MNHS grant requirements.;
- C. Provide the UMRDC with documents as needed;
- D. If needed, pay for all cost related to public notices, hearings and corresponding publications and notifications;
- E. Be the fiscal agent for grants;
- F. Compensate the UMRDC in accordance with Section IV of this Contract;

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed January 1, 2020 – December 30, 2020;
- B. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMRDC shall be compensated the \$3,200 for Section 1 of this contract.
- B. The UMRDC will provide the CITY with an invoice indicating services provided and the total amount due.
- C. In the event the service described in Section I is expected to exceed the time estimate provided, or the CITY requests additional service from that described in Section I, and such services are to be completed by the UMRDC, the UMRDC shall be entitled to additional compensation as agreed to by both the UMRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

SECTION V. GENERAL PROVISIONS

A. Liability

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

B. Termination

This agreement may be terminated with or without cause by either the UMRDC or CITY upon fourteens (14) days prior written notice.

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

C. Severability

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

SECTION VI. ACCEPTANCE

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

EXECUTIVE DIRECTOR
UMVRDC

AUTHORIZED REPRESENTATIVE

Title: _____

Date: _____

Date: _____

ATTEST:

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: January 28, 2020

RE: Byway MNHS Tear Map 01 Grant

The Minnesota River Valley National Scenic Byway has recommended hiring the UMRDC as the Byway Project Manager to implement a grant from the Minnesota Historical Society for the Minnesota River Valley National Scenic Byway (MRVNSB). The City of Appleton graciously agreed to be the fiscal agent for this grant for the MRVNSB. It is estimated that \$8,000 of this contract is for UMRDC staff time and the remaining \$2,000 will be subcontracted out. This project will start immediately and be completed by June 30, 2020.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract for \$10,000 to be a Byway Project Manager for the Minnesota River Valley National Scenic Byway Minnesota Historical Society Grant.

Encl.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND
CITY OF APPLETON
#20-14

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

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

WHEREAS, the nature of the said services is to implement the **Minnesota Historical Society Grant: Map Creation G-MHCG-1904-23117**

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to act as the Byway Project Manager to do the following:

Implement the Minnesota Historical Society Grant by completing the Scope of Work as follows:

- Month 1: Connect with partners and give timeline for project.
- Month 2: Research map contents. Look for bids from Graphic designer/GIS specialist.
- Month 3: Develop, collect and organize all content and provide to the graphic designer.
- Month 4: Manage review and copy editing of the content. Deliver to MNHS for review.
- Month 5 and 6: Finalize content. Final reports to MNHS.

SECTION II. DESCRIPTION OF COMMUNITY'S RESPONSIBILITIES

The CITY hereby agrees to compensate the UMVRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed from January 1, 2020 through June 30, 2020.
- B. The time period for this Contract may be amended as mutually agreed upon in writing by both the UMVRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMVRDC shall be compensated an amount not to exceed \$10,000 for services provided in Section I of this Contract. This includes all subcontracts and incidentals.
- B. The UMVRDC will provide the CITY with an invoice indicating services provided and the total amount due.
- C. In the event the service described in Section I is expected to exceed the estimate provided, or the CITY requests additional service from that described in Section I, and such services are to be completed by the UMVRDC, the UMVRDC shall be entitled to additional compensation as agreed to by both the UMVRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

SECTION V. GENERAL PROVISIONS

- A. Changes in UMVRDC Services
In the event the CITY requests additional service from that described in Section I, and such services are to be completed by the UMVRDC, the UMVRDC shall be entitled to additional compensation as agreed to by both the UMVRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.
- B. Liability
The CITY agrees to waive the UMVRDC and the UMVRDC's commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.

C. Termination

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

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

D. Severability

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

SECTION VI. ACCEPTANCE

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

Executive Director
Upper Minnesota Valley
Regional Development Commission

CITY OF APPLETON MAYOR

Date _____

Date _____

ATTEST:

CITY OF APPLETON ADMINISTRATOR, DATE

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kirk Bustrom, Senior Planner

DATE: January 28, 2020

RE: Clara City MN DEED RGP Contract

The City of Clara City has requested assistance in planning, developing and authoring a MN DEED Redevelopment Grant & Demolition Loan Program application and materials for a project in Clara City. The cost of the grant applications project is \$2,500 with a submission deadline of February 1, 2020. Due to the accelerated timeframe, the contract has been executed by the City and, per policy, prior approval was obtained from the chairman to commence work.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract for \$2,500 with the City of Clara City to assist with planning, developing and authoring MN DEED Redevelopment Grant & Demolition Loan Program application materials for a project in Clara City.

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF CLARA CITY
(Clara City DEED Redevelopment Grant Application)
#20-15

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

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

WHEREAS, the nature of the said services is to assist the CITY in preparing a DEED Redevelopment grant application; and

WHEREAS, the UMRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning January 2020; and

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Prepare and submit a DEED Redevelopment applications by the February 3rd deadline.
 1. Three complete sets of application documents are required for each project:
 - i. One (1) original on paper, one (1) additional set on paper and a third on CD or other memory device.
- B. Coordination of Application Contents
 1. CITY staff/board to develop understanding of project
 2. Coordinate required information with DEED staff
- C. Update Application Sections
 - Cover Page
 - Site Identification
 - Site Valuation
 - Maps and Site Features
 - History
 - Current and Future Site Use
 - Cost Analysis
 - Sources and Uses of Funds (Budget Table)

- Tax Increment Financing Analysis
- Analysis of Redevelopment Potential
- Job Creation
- Job Retention
- Housing Data
- Other Public Benefits
- Proximity to Public Transit
- Developer/Third Party/Company Commitment
- Project Schedule
- Payment Information
- Local Government Resolution

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

A. Appoint a primary contact for these projects;

Name:
 Email
 Phone:

- B. Provide the UMRDC with specific information, plans, resolutions and documents as needed to complete the UMRDC's services;
- C. Schedule, conduct, mail and print information for CITY public hearings as required and assure that all publication and notification requirements are met;
- D. Pay for all cost related to public hearings and corresponding publications and notifications;
- E. Be the party responsible for updating and maintaining all work completed under this Contract.
- F. Compensate the UMRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed January 8th – February 3rd, 2020
- B. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMRDC shall be compensated for services provided in Section I of this Contract.
- B. The CITY agrees to pay a total of \$2,500 for the UMRDC to complete the activities outlined in Section I. Payment to the UMRDC will be made by the CITY as follows:
 - a. The cost to complete the grant applications is \$2,500 and will be billed upon submission.
- C. The UMRDC will provide the CITY with an invoice indicating services provided and the total amount due.
- D. In the event the service described in Section I is expected to exceed the time estimate provided, or the CITY requests additional service from that described in Section I, and such services are to be completed by the UMRDC, the UMRDC shall be entitled to additional compensation as agreed to by both the UMRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

SECTION V. GENERAL PROVISIONS

- A. Liability
The CITY agrees to waive the UMRDC and the UMRDC's commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.
- B. Termination
This agreement may be terminated with or without cause by either the UMRDC or CITY upon fourteen (14) days prior written notice.

In the event of termination, the CITY shall be obligated to the UMRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.
- C. Severability
Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMRDC and CITY, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

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

EXECUTIVE DIRECTOR
UMVRDC

Date: _____

AUTHORIZED REPRESENTATIVE

Title: _____

Date: _____

ATTEST:

Name: _____

Title: _____

Date: _____

Date: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: January 28, 2020
RE: Benson Technical Assistance Contract

The city of Benson has requested technical assistance for their community and economic development projects. Projects will include but are not limited to the following: Conference attendance, EDA/RLF assistance, marketing, and project coordination.

The rate of the contract will be invoiced at \$80 per hour and additional charges such as printing, mileage, conference registration, etc. During the 2019 calendar year, the UMRDC staff provided the city of Benson with 507 hours of technical assistance. Primary staff for the contract will continue to be Laura Ostlie, Melissa Streich, and Kirk Bustrom.

ACTION REQUESTED:

Approve and authorize the Executive Director to sign the contract agreement with the city of Benson to provide technical assistance.

Encl.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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CONTRACT FOR PROFESSIONAL SERVICES

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and the
CITY OF BENSON
#20-12

This contract for services is by and between the City of Benson, Minnesota, hereinafter referred to as the CITY, and the Upper Minnesota Regional Development Commission, hereinafter referred to as the UMRDC.

The purpose of this contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMRDC.

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. In consultation with the CITY, develop and maintain the Scope of Work (see attachment A)
- B. Designate a lead Point of Contact for the UMRDC's work:
Laura Ostlie, UMRDC Community Development Planner

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project who will define, edit, and manage the Scope of Work;
Rob Wolfington, Benson City Manager
- B. Work with UMRDC staff members to refine the Scope of Work and associated tasks such as:
 - 1. Meet with UMRDC staff members to share project background, progress to date, and expected outcomes
 - 2. Prioritize tasks and duties
 - 3. Define UMRDC participation in events, meetings, and conference calls

4. Define any additional partners and their expected role
 5. Defining any reporting regarding UMRDC progress
- C. Provide feedback in the time requested by UMRDC staff
 - D. Provide specific information needed to successfully complete the UMRDC services
 - E. Pay for all direct costs associated with the work of this contact including but not limited to: printing, postage, supplies, and travel;
 - F. Compensate the UMRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

- A. This contract is effective from January 1, 2020 to December 31, 2020.
- B. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The CITY agrees to pay the UMRDC \$80.00 per hour for services provided in Section I of this Contract plus direct expenses billed at actual cost
- B. The CITY will compensate the UMRDC for a minimum of 416 hours with the flexibility of up to 1248 hours
- C. The UMRDC will provide the CITY with monthly invoices indicating service provided and any direct costs associated with the identified Scope of Work

SECTION V. GENERAL PROVISIONS

- A. Changes in UMRDC Services
In the event the CITY requests additional service from that described in Section I, or other project partners change the requirements for the project, UMRDC staff will contact the CITY prior to moving forward to discuss the change in scope. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.
- B. Liability
The CITY agrees to waive the UMRDC and the UMRDC's commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.

C. Termination

This agreement may be terminated with or without cause by either the UMVRDC or CITY upon ninety (90) days prior written notice.

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

D. Severability

Any provision or part of this Contract identified by either party as unenforceable under any law or regulation shall be considered stricken, but all remaining provisions shall continue to be valid and binding upon the UMVRDC and CITY. The Contract shall be revised to replace such stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

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

Executive Director
Upper Minnesota Valley
Regional Development Commission

Authorized City Official

Title

Date: _____

Date: _____

ATTEST:

Date of UMVRDC Board Approval

City Administrator

Date: _____

Benson Scope of Work

12.10.19

1) Conferences

- Staff the Benson booth at the [International BioMass Convention](#) February 2-6
- Staff the Benson booth at any additional conference scheduled
- Update Benson booth and materials to include newly edited drone footage/property highlights
- Be prepared to
 - Share the story about Benson
 - What is next for the newly purchased industrial property
 - Significant networking & attending social events required to make new industry connections
 - Learn and listen to booth visitors about industry trends and issues and make note of opportunities and connections

2) EDA

- Assist in the facilitation for the monthly EDA meetings 3rd Monday of each month at 7:30am
- Coordinate application process with all loan applicants
- 1.6M loan fund from a combination of state dollars and city dollars. About 30 active loans, typically 4-5 loans a year less than 200k each.
- Provide mitigation and auditing to current RLF portfolio
- No policies on purpose to retain the most flexibility
- No need for financial management
- Assist EDA with implementing marketing plans
- Explore and develop downtown facade grants/loan programming

3) Marketing

- Attend the city council retreat the 4th weekend in January
- Gain familiarity with the development of the city's comprehensive plan goals and strategies to determine any marketing messages
- Develop concepts, proposals and budgets for marketing implementation

4) Assist in the coordination of any projects associated with the former Fibrominn property

- Coordinate needs with the business inquiry leadership.
- Assist with permitting management and issues.
- Work with Briggs/Morgan legal counsel who is a brownfields specialist.
- Work with Ehlers to develop TIF agreement
- Work with Flaherty/Hood on Development Agreement
- Work with Wilcox on purchase agreement
- Work with MN biofuels incentive
- Work with Industrial Development Bonds
- Work with New Market Tax Credits

- Work with Benson subsidy agreement & public hearings
- Assist with valuation tracking
- Assist Rob in attending MN Legislature hearings where this project or the payout from Excel energy might be on the agenda
- Assist with Shovel Ready and BNSF certification processes
- Design website marketing for property

5) Assist with other items as directed by the City as time allows

- Participate in City of Benson staffing meetings to gain familiarity along with provide updates to project work
- Updated Business Subsidy Plan

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: January 28, 2020
RE: FY20 Budget Revision

The budget that is approved by the board at the July annual meeting changes significantly during the year. In the past, we have had to plug an amount in technical assistance that could be reduced as new contracts came in to balance the budget. We do not have any place in expenses that allow that. I decided to do a budget revision to more accurately reflect the current fiscal year. I did several changes to the contracts on the revenue side. Staff has done a great job to reduce the contracts needed down to \$68,000. On the expense side of the budget, the only changes were to take out a potential position that we had considered hiring last summer. We have decided to handle that workload with current staff. I also incorporated all changes that were recommended by the personnel committee.

I recommend doing a budget revision again in June so the budget in the audit is closer to the actual at year end. This is not required but makes our audit look better.

ACTION REQUESTED:

For the Commission to approve the FY20 Budget Revision as presented.

AGENCY REVENUES	FY20 Budget	Increase / decrease	FY 20 Budget Revision
Interest	6,500		6,500
Levy	321,500		321,500
Potential HH Grants \$20,000 - will reduce levy as awarded	(20,000)	20,000	-
Granite Falls TAP Application		(4,000)	(4,000)
LQP SRTS Engineering Grant		(1,000)	(1,000)
SCDP App - Appleton		(5,000)	(5,000)
SCDP App - Clara city		(5,000)	(5,000)
Swift County OHV Park		(5,000)	(5,000)
			-
Match Fiscal Year 20 - will reduce as matched to contracts below			-
Prairie Waters	(20,000)		(20,000)
RLF	(10,000)	10,000	-
Transportation	(13,235)		(13,235)
Potential grant match	(10,000)		(10,000)
			-
Miscellaneous	5,000		5,000
			-
Ongoing Program Revenue			-
EDA Planning Grant	70,000		70,000
Meander	36,500		36,500
Prairie Waters / Get Rural (\$20,000 FY20 Match)	157,935		157,935
Revolving Loan Fund Admin	66,000	(10,000)	56,000
Transportation Planning Grant 20 (Includes 13,235 FY20 Match)	88,235		88,235
			-
Local Contract Revenue			-
New Contracts needed	185,000	(116,473)	68,527
Technical Assistance	-		-
Appleton MNHS Byway	-	10,000	10,000
Benson TA Contract	42,240		42,240
Blandin IT Connect		1,559	1,559
Dawson MHS Roof Replacement	-	1,700	1,700
Granite Falls Memorial Park	3,200	2,040	5,240
Kerkhoven Comp plan (\$5,000 FY19 HH)	11,760	360	12,120
Maccray Safe Routes to School	-	23,439	23,439
Madison Public Arts Biome	-	3,200	3,200
Maynard Museum	3,800	600	4,400
Monte Arts - North Staircase Implementation	1,600		1,600
RTCC	-	42,000	42,000
Swift childcare case studies	5,000		5,000
Swift County OHV - Master Park Plan (\$5,000 FY20 HH)	-	7,550	7,550
SWRSDP Developable Properties	-	6,725	6,725
			-
Grant Writing and Administration			-
Appleton RLF Admin	2,100		2,100
Browns Valley Flood Recovery	2,325		2,325
Dawson EDA RDGB grant writing	3,580		3,580
Clara City DEED Redevelopment Grant	-	2,500	2,500
Dawson Library FY19 (\$2,150 FY19 HH)	1,350		1,350
Granite Falls Tap Application (\$4,000 FY20 HH)	-	8,000	8,000
LQP County Park Grant # 2	4,020		4,020
LQP RLF Admin	2,100		2,100
LQP SRTS Engineering Grant (\$1,000 FY20 HH)	-	2,000	2,000
SCDP Admin - Benson	6,500	3,500	10,000
SCDP Admin - Canby	14,000	(5,500)	8,500
SCDP Admin - CGB	4,438		4,438
SCDP Admin - Clarkfield	21,900	(5,500)	16,400
SCDP - Admin Granite Falls	15,500	(2,000)	13,500
SCDP - Admin Milan Watson	14,000	(5,700)	8,300
SCDP - App Appleton (\$5,000 FY20 HH)	-	10,000	10,000
SCDP - App Clara City (\$5,000 FY20 HH)	-	10,000	10,000
Total Revenue	1,022,848	-	1,022,848

Expenses			
Salaries	540,917	(27,179)	513,738
Fringe Benefits	270,826	(14,626)	256,200
	-		-
Commissioner's Expense			
Per Diem	10,765		10,765
FICA	3,500		3,500
Public Officials Ins.	1,500		1,500
Meeting Expense	6,500		6,500
Travel C&C	3,235		3,235
			-
Audit	14,000		14,000
Contract for Services			
Eagle Eye Photography - Get Rural	2,500		2,500
Vidid Marketing - Get Rural	1,000		1,000
CST Students - Get Rural	1,750		1,750
CST Students - General	5,000		5,000
Strategic Planning	2,850		2,850
Additional Contract work	3,000		3,000
Computer Technical Assistance	8,000		8,000
Virtual Server	4,000		4,000
Copy Charge/xerox lease	4,000		4,000
Depreciation	3,000		3,000
Dues	3,000		3,000
Insurance - Liability	1,300		1,300
Legal Fees	2,000		2,000
Miscellaneous	1,000		1,000
Office Rent	12,210		12,210
Postage	3,500		3,500
Printing/Advertising	4,500		4,500
RDC Marketing	2,000		2,000
Registration - Conference	4,000		4,000
Repairs/Maintenance	1,000		1,000
Software GIS/GIS/General	8,650		8,650
Sub./Publications	2,000		2,000
Supplies	4,500		4,500
Staff Costs			-
Travel	30,000		30,000
Morale	2,000		2,000
Wellness	2,000		2,000
Telephone/Internet	8,000		8,000
Web Hosting/Maintenance	3,500		3,500
Pass Thru Activity			-
			-
Meander	23,000		23,000
Prairie Waters Ads	16,000		16,000
Totals	1,020,503		978,698
EXCESS REV. OVER EXP.	3,147		44,150