



UMVRDC Best Practices for Online Meetings

- Better to join video by computer, rather than smartphone.
- Make sure your workspace for participating in a call can be without distractions. Shut the door, find a quiet space without interruptions from family and without background noise.
- Perform a soundcheck early when you log on to make sure your microphone is working.
- Test your internet connection for adequate bandwidth to allow for video conferencing. If it is not stable you may wish to only join by audio connection.
- Be Professional -treat it like an on-site meeting. Pay attention to your background, lighting, your camera angle.
- During the meeting:
 - Be patient with yourselves and each other.
 - Designate one person (chair or designated person) to run the meeting to ensure orderly discussion and enabling everyone the chance to speak
 - One speaker at a time, through leader of meeting. Don't talk over each other.
 - As board members do not use chat feature during the meeting.
 - Role call votes must be recorded for all motions.
 - Mute microphone when listening to conversation or discussion. Only unmute when you want to talk or cast a roll call vote.
 - Say your name preceding any question you ask. "This is Dawn, I have a question/comment about...."
 - There will be a dedicated staff person online or in conference for minute taking (Jackie) and to monitor the chat feature (if appropriate) for the public to use.



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
Zoom Meeting – Tuesday, June 23, 2020**

As Executive Director of the UMVRDC I am declaring a local emergency which makes in person meetings not feasible due to the COVID pandemic. The UMVRDC will host its May meeting virtually with members participating by electronic means and or by phone.

*It is not feasible for the public to observe the meeting in our regular meeting location at the Appleton Civic Center and it is not feasible for a member of the UMVRDC to be present at the regular meeting location to facilitate the public's access. Members of the public can utilize a **call-in number 1.312.626.6799 -mtg ID 836 3392 0376** to listen to the meeting and can participate during the citizen comment period.*

Roll Call Attendance

Approve Agenda/Additions

Round Robin

1. **Action Items**

- a. FY20 Budget Revision
- b. FY21 Levy Recommendation
- c. FY21 Draft Budget
- d. FY21 Draft Statement of Indirect and Direct Expenses
- e. Nominating Committee Report
- f. FY21 Board of Director Nomination

2. **Information Items**

- a. Planner Update
- b. Executive Director Update
- c. RLF Update
- d. New Staffing

3. **Discussion Items**

- a. FY21 Operations, Outreach and Core Program and Services Workplans
- b. Annual Meeting

4. **Consent Agenda Items**

- a. May 2020 Meeting Minutes
- b. May 2020 Treasurer's Report and Board Payment Listings
- c. RLF Treasurer's Report
- d. FY21 Local Assistance Fund
- e. FY20 Fund Balance/Policy/Resolution
- f. Technical Assistance Rate
- g. Granite Falls Memorial Park GMRPTC Grant Writing
- h. Lac qui Parle County Park GMRPTC Grant Writing
- i. Prairie Five RTCC Contract Extension

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.

Citizen Comments:

Adjournment:

UMVRDC Mission Statement

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

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: June 23, 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 few years we have had a plug 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. With year-end nearing, I decided to do a budget revision to more accurately reflect the current fiscal year. I did a few adjustments to the contracts on the revenue side. A number of projects and contracts will be deferred into FY21 so only a portion of them will be recorded in FY20. On the expense side of the budget, expenses were adjusted to reflect year end actuals.

I recommend doing a budget revision each June so that the budget in the audit is closer to the actual at year end. This is not required but I think it 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	2900	9,400
Levy	321,500		321,500
Potential HH Grants \$20,000 - will reduce levy as awarded	-		-
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)
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	45,000		45,000
Transportation Planning Grant 20 (Includes 13,235 FY20 Match)	88,235		88,235
	-		-
Local Contract Revenue	-		-
New Contracts needed	41,185	(41,185)	-
Technical Assistance	-		-
Appleton MNHS Byway	10,000		10,000
Benson TA Contract	45,153		45,153
Benson Economic Recovery	9,000		9,000
Blandin IT Connect	1,559	-	1,559
Dawson MHS Roof Replacement	1,600		1,600
Granite Falls Memorial Park	5,240		5,240
Hazard Mitigation	7,662		7,662
Kerkhoven Comp plan (\$5,000 FY19 HH)	12,120		12,120
Maccray Safe Routes to School	26,799		26,799
Madison Public Arts Biome	3,200		3,200
Maynard Museum	4,400		4,400
Milan TA	417		417
Monte Arts - North Staircase Implementation	1,680		1,680
Montevideo USDA Feasibility Study	5,000		5,000
RTCC	35,000	(8,000)	27,000
Swift childcare case studies	5,000		5,000
Swift County OHV - Master Park Plan (\$5,000 FY20 HH)	8,450		8,450
SWRSDP Developable Properties	6,725		6,725
Grant Writing and Administration	-		-
Appleton RLF Admin	2,100		2,100
Benson EDA Grant App	10,560		10,560
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)	3,160		3,160
Granite Falls Tap Application (\$4,000 FY20 HH)	8,000		8,000
LQP County Park Grant # 2	4,560		4,560
LQP RLF Admin	2,100		2,100
LQP SRTS Engineering Grant (\$1,000 FY20 HH)	2,000		2,000
SCDP Admin - Benson	10,000		10,000
SCDP Admin - Canby	10,500		10,500
SCDP Admin - CGB	4,438		4,438
SCDP Admin - Clarkfield	16,400		16,400
SCDP - Admin Granite Falls	13,500		13,500
SCDP - Admin Milan Watson	9,500		9,500
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	(36,285)	986,563

Expenses			
Salaries	513,738		513,738
Fringe Benefits	256,200		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	(1,500)	1,000
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	1,176	4,026
Additional Contract work	3,000		3,000
Landscape Architect	-	3,200	3,200
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	1,500	4,500
Insurance - Liability	1,300		1,300
Legal Fees	2,000	1,000	3,000
Miscellaneous	1,000	1,000	2,000
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	1,200	5,200
Repairs/Maintenance	1,000		1,000
Software GMS/GIS/General	8,650		8,650
Sub./Publications	2,000		2,000
Supplies	4,500		4,500
Staff Costs	-		-
Travel	30,000	(10,000)	20,000
Morale	2,000	(1,000)	1,000
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	978,698		970,274
EXCESS REV. OVER EXP.	44,150		16,289

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Financial Officer
DATE: June 23, 2019
RE: FY21 Levy Recommendations

Below is the levy breakout for the current fiscal year and a proposed levy for FY21 which includes a three percent increase (the maximum we can increase per year as stated in MN Statute). For 2021, the levy has been estimated at \$344,899 which is an increase of \$10,046. The amount paid per county is based on each county's share of the Region's net tax capacity. The state sends out a distribution breakdown usually towards the end of July and at that time I will provide you with the actual percentage breakout as well as certify that amount with each county auditor. Until we receive the actual percentage breakout from the state we used the percentages provided from the previous fiscal year.

						Proposed Increase
FY20 Levy Division		334,853	FY21 Levy Division		344,899	10,046
Big Stone County	11.61%	38,870	Big Stone County	11.61%	40,035	1,165
Chippewa County	23.50%	78,700	Chippewa County	23.50%	81,061	2,361
Lac Qui Parle County	18.23%	61,035	Lac Qui Parle County	18.23%	62,866	1,831
Swift County	24.14%	80,824	Swift County	24.14%	83,249	2,425
Yellow Medicine County	22.52%	75,425	Yellow Medicine County	22.52%	77,687	2,264
Total	100.00%	\$ 334,854	Total	100.00%	\$ 344,898	\$ 10,046

Proposed FY 2021 Levy

RDC's are authorized to impose a levy on all taxable property in the Region to pay staffing and operation costs. The amount paid by each county is based on the county's share of the Region's net tax capacity. It is anticipated that we will not receive our total levy because the counties are not able to collect 100% of the taxes due. Below is a table showing where we plan to allocate the 2021 levy. I only included \$317,500 in the budget as we typically do not receive all the levy dollars certified due to unpaid taxes. This is even more conservative due to Covid.

ACTION REQUESTED:

Approve the 3% levy increase (for a total of \$344,899) for FY21 which the budget committee recommended at the budget meeting in May. This will be presented at the public meeting portion of the RDC annual meeting in July.

<u>Proposed Levy</u>		FY21	FY20	FY20	FY19	FY 18
Total Levy with 3% increase		\$344,899	\$ 334,853	\$ 334,853	\$321,130	\$314,880
Expected levy collection amount		\$ 317,500	\$321,500	\$ 321,500		
Expense	Description	Budget	as 04/30/2020	Budget	Final	Final
Commissioner's Expense	Per diem, travel, meeting costs, training, insurance	23,300	15,357	25,500	16,688	20,400
Salaries/Fringe/Indirect	Staff unbillable/contract development/marketing	28,800	19,968	27,000	21,796	28,062
Salaries/Fringe/Indirect	Executive Director, Leadership Team, Strategic Planning, New Initiatives, Regional Trends	157,800	126,324	131,200	133,121	96,534
	NADO Direct exp -Dawn			4,000	6,293	11,071
	RPTC/HRAC-Kristi		1,829			1,552
Direct Expense	Expenses not allowed in indirect pool, ie. Dues, some travel & ad's ect.	21,000	19,284	28,850	41,265	34,608
Staff Development & Training		29,500	35,855	20,154	18,486	22,844
Hedge Hog Grants		20,000	20,000	20,000	19,350	16,300
Match						
EDA Planning Grant	50%			prairie waters is match		prairie waters is match
RLF	~20%	-		10,000	10,000	10,000
Transportation	15%	13,235	13,235	13,235	13,235	13,235
Prairie Waters	~20%	20,000	20,000	20,000	20,000	26,000
					-	
Grant Match Reserve				10,000		
Miscellaneous & Overrun		3,865	10,000	10,000	30,631	13,002
Scholarship				-		-
Projected Total Levy Allocation		317,500	281,852	319,939	330,865	293,608
Balance		\$0	\$39,648	\$1,561	-\$9,735	\$21,272

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Matt Moe, Finance Officer

DATE: June 23, 2020

RE: FY21 Draft Budget Recommendations

Attached is the Fiscal Year 2021 budget. The bolded project revenue in the budget is our \$298,000 shortfall in technical assistance contracts, with long list of potentials that total more than \$320,000. The list of potentials includes \$185,000 in new funds we applied to EDA to develop some concepts that can help support our region after the pandemic. It will include planning dollars and some new loan fund dollars. The planners will also be working to develop new contracts with local units of governments, but we are being conservative about the demand for our services in the next year or possibly two if local governments see a reduction in tax revenue and look to cut costs. We have an ongoing list of projects that need time to develop further and we are working diligently to fill that gap.

	Beginning shortfall	Ending balance
FY09	-124,000	+21,281
FY10	-25,000	+81,065
FY11	-30,000	+166,744
FY12	-43,000	+61,021
FY13	-97,000	+21,459
FY14	-61,000	+30,802
FY15	+13,856	+129,755
FY16	-287,600	+18,638
FY17	-257,016	+23,506
FY18	-102,582	+32,824
FY19	-220,000	+9267
FY20	-165,000	Projected +15,000
FY21	-298,000	

Please note that this budget includes a 3% levy increase.

Each year we prepare the draft budget and ask the RDC in June to recommend it for presentation at the public meeting as part of our RDC annual meeting in July. The RDC has the public meeting as part of the annual meeting and based on comments received adopts it in July. It is not unusual that between now and July we might have an additional contract to add (reducing the shortfall) if that is the case staff will point that addition out in July prior to the adoption process.

ACTION REQUESTED:

To approve using the attached draft FY2021 UMVRDC budget for the public hearing in July at the UMVRDC annual meeting.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: June 23, 2020
RE: FY21 Draft Statement of Indirect Costs & Direct Expenses

Attached for your review is our working draft of the FY21 statement of indirect costs and a worksheet showing the breakdown between direct and indirect expense. The RDC has used the indirect cost process as a fair and equitable way of distributing expenses across agency program areas. All costs that can be identified specifically to a program area are charged directly. Expenses that are not easily identifiable with a specific program are charged to the indirect cost pool. These expenses are shared among programs that benefit by dividing the total of expenses charged to the indirect pool by the number of direct hours to establish an hourly rate. For each hour charged to a program the hourly indirect rate is also charged to that program.

Staff will continue to refine these documents and will present the revised document at the July annual meeting for approval.

ACTION REQUESTED

To recommend the draft FY21 statement of indirect costs be presented at the annual RDC public meeting in July.

				#1d
FY21 Proposed Direct / Indirect Allocation				
	TOTAL	DIRECT	INDIRECT	
Projected Expenses FY21	Expenses	Expenses	Expenses	
Salaries	575,499	408,623	166,876	
Fringe Benefits	310,087	220,172	89,915	
	0			
Commissioner's Expense		-		
Per Diem	10,000	10,000	0	
FICA	800	800	0	
Public Officials Ins.	3,500	3,500	0	
Meeting Expense	1,500	1,500	0	
Travel	6,500	6,500	0	
Training	1,000	1,000	0	
Audit	14,000	-	14,000	
Contract for Services	21,650	21,650	0	
			0	
Computer Technical Assistance Federated	8,000	-	8,000	
	0	-	0	
Computer Technical Assistance Syvantis	4,000	-	4,000	
Copy Charge/xerox lease	4,000	-	4,000	
Depreciation	3,000	-	3,000	
Dues	5,000	4,000	1,000	
Insurance - Liability	1,300	-	1,300	
Legal Fees	2,000	1,000	1,000	
Miscellaneous	1,000	1,000	0	
Office Rent	12,210	-	12,210	
Postage	3,500	2,500	1,000	
Printing/Advertising	4,500	2,000	2,500	
RDC Marketing	2,000	2,000	0	
Registration	4,000	2,000	2,000	
Repairs/Maintenance	1,000	-	1,000	
Scholarship	0	-	0	
Software	8,650	3,650	5,000	
Sub./Publications	2,000	-	2,000	
Supplies	4,500	-	4,500	
	0			
Travel	25,000	23,000	2,000	
	0	-	0	
Morale	2,000	2,000	0	
Wellness	2,000	2,000	0	
Telephone/Internet	8,000	-	8,000	
Web Hosting/Maintenance	3,500	500	3,000	
Pass Thru Activity	0	-		
	0			
Meander	23,000	23,000	0	
Prairie Waters Ads	16,000	16,000	0	
	1,094,696	758,395	336,301	
With the above allocation the indirect cost rate would be \$25.84 per hour.				
Historical Indirect Rates				
	Proposed	Actual		
FY11	18.68	20.32		
FY12	23.52	31.38		
FY13	21.14	26.62		
FY14	19.59	31.19		
FY15	19.95	17.16		
FY16	21.25	21.77		
FY17	27.25	26.24		
FY18	24.76	24.79		
FY19	26.59	26.85		
FY20	25.72	27.89	as	5/31/20
FY21	25.84			

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 23, 2020
RE: FY2021 Nominating Committee Report

At this month's meeting the chair appointed nominating committee (Jim D, Warren, Carrie) will share nominations for the FY 2021 chairperson. The chairperson is elected each year for a 1-year term and may be elected for no more than 4 terms in a row. The chair serves as part of the board of directors and is the primary board contact for the executive director.

As part of the process the nominating committee has been asked to develop some names for the four public interest positions on the RDC. Suggestions will be discussed at the June RDC meeting and then I will meet with any new potential reps and talk about the RDC and our work and see if they would be able to be engaged board members that would add value and would find value in our board. If they are interested, they would complete an application which would be reviewed and approved at the annual meeting in July.

For a number of years, we have discussed board recruitment for these positions based on finding a person that would be engaged, have some strategic value for the RDC, and would be able to find personal or professional value by serving on the board. These are not slots representing any specific organization or agency, but a PERSON who has background and credentials that would be of value to us. We want to recruit strategically for these positions. The majority of our board is appointed, and we only have 4 positions that we have the ability to choose. It may be ideal to have multiple candidates interested in that we can choose from.

Existing Members:

Carrie Bendix, PIC Executive Director
Dawn Regnier, MNWEST Dean of Customized Training
Diane Kepner, Prairie Five Board member
Vacant (was Amanda Luepke and prior to that Windy Block)

ACTION REQUESTED:

Approve the FY21 nominations for the UMVRDC chairperson and suggest potential names for the public interest representatives that the executive director will talk with prior to the July meeting.

ARTICLE VI: OFFICERS

Section 1. Number of Officers: The officers of the Commission shall be a chairperson, a vice-chairperson, and a secretary-treasurer. The Commission may establish additional offices from time to time. The officers shall serve for a term of one (1) year and may be re-elected to succeed themselves. **In no instance shall a commissioner be selected to serve an office more than four consecutive one-year terms.** No two offices may be held by the same person at the same time.

Section 2. Chairperson: The chairperson shall be an elected official member of the Commission. For selecting a chairperson, a nominating committee (to consist of three persons) shall be selected one month prior to the annual meeting and this committee shall be appointed by the Commission's chairperson. **The nominating committee would then be charged with soliciting the Commission members who are eligible to become chairperson to determine a list of candidates or a single candidate which would be recommended to the Commission membership at the annual meeting.** At that point, the chairperson would also receive nominations from the floor for any additional candidates to be considered as chairperson for the Commission for the upcoming fiscal year. **A member of the nominating committee may also be a candidate for chairperson.** The chairperson shall be elected at the annual meeting of the Commission. The chairperson shall be responsible for carrying out the policy decisions of the Commission and shall have the powers and duties vested in him/her under and pursuant to the Regional Development Act of 1969, and any amendments thereto. Payment of per diem and expenses shall be made in accordance with the schedule established by the Commission.

The chairperson shall preside at all meetings of the Commission and the Board of Directors and shall be allowed to serve as a non-voting member of any committee of this Commission unless authorized otherwise by the Commission membership.

Section 3. Vice-Chairperson: **The vice-chairperson shall be elected by the Commission from the membership of the Board of Directors at the annual meeting of the Commission.** The vice-chairperson of the Commission shall assist the chairperson in carrying out his/her duties and shall perform such additional duties as may be established by the Commission from time to time. In the absence of the chairperson at any meeting of the Commission or the Board of Director, the vice-chairperson shall preside. In the case of disability preventing the chairperson from carrying out his/her duties, the vice-chairperson shall temporarily take over those duties.

Section 4. Secretary-Treasurer: **The secretary-treasurer shall be elected from among the members of the Board of Directors in the same manner as the vice-chairperson.** The secretary-treasurer shall issue notices of all meetings and shall keep minutes of all meetings and maintain a record for that purpose. The secretary-treasurer shall have custody of and provide for the safekeeping of all documents of the Commission. The secretary-treasurer shall disburse the funds of the Commission as authorized by the Commission and approved by the Board of Directors and shall render to the Commission and the Board of Directors an account of transactions and of the financial condition of the Commission as required from time to time, by the Commission or the Board of Directors. The obligations of the secretary-treasurer may be delegated to the executive director.

Section 5. Bonding: All officers and employees of the Commission who handle funds of the Commission or who are custodians of property shall be bonded in the amount to be determined by the Commission. The cost of such bond or bonds shall be paid from the funds of the Commission.

Section 6. Vacancies: If a vacancy occurs in the office of the chairperson, a new chairperson shall be elected at the next meeting of the full Commission according to procedures established by these Bylaws. Such a chairperson shall serve until the succeeding annual meeting.

If a vacancy occurs in the office of vice-chairperson or secretary-treasurer, the Board of Directors shall select a successor from among its membership to serve out the existing term of such office.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 23, 2020
RE: FY2021 Board of Director Nomination

During the June meeting, elected officials from each county should caucus to nominate a member and alternate for the Board of Directors. Board members may serve four (4) consecutive years - see Bylaws, Article V, Section 3. **Please note below that ALL our existing board of directors except Jim S have termed out.**

Big Stone County:

Rusty Dimberg – FY2017, '18, '19, '20
vacant - Alternate

Chippewa County:

Jim Schmaedeka – FY2020
Jim Dahlvang - Alternate

Lac qui Parle County:

Mark Bourne – FY2017, '18, '19, '20
Brett Buer - Alternate

Swift County:

Gary Hendrickx – FY2017, '18, '19, '20
Warren Rau - Alternate

Yellow Medicine County:

Gene Stengel - FY2017, '18, '19, '20
Gene Bies - Alternate

ACTION REQUESTED:

Approve a slate of Board of Directors for FY21 which will presented for adoption at the annual meeting.

ARTICLE V: BOARD OF DIRECTORS

Section 1. General Powers and Duties: The business and affairs of the Commission shall be managed and governed by the Board of Directors whose actions and policies are subject to the approval of the Commission. The Board of Directors is authorized to act for the Commission, provided such action shall in no manner be contrary to the provisions of Minnesota Statutes or go beyond the scope of authority granted to the Board by these Bylaws. Actions undertaken by the Board of Directors on behalf of the Commission must be approved by a 2/3 vote of the quorum of Board of Directors. The Board of Directors shall report its actions on all matters to the Commission at the next meeting of the Commission.

The Board of Directors shall function as the Budget and Personnel Committee for the UMVRDC and be empowered to meet on an emergency basis to handle issues that need immediate attention.

The duties and responsibilities of the Board of Directors may be modified from time to time by the Commission.

Section 2. Membership: The Board of Directors of the Commission shall consist of one commissioner from each county, plus the chairperson of the Commission. The regional commissioners from each county shall nominate a commissioner to serve on the Board of Directors. Commissioners representing public interest groups may not serve on the Board of Directors.

Section 3. Term of Office: The term for a member of the Board of Directors shall be for one year. A commissioner shall be elected to the Board of Directors at the July meeting and may be selected to succeed himself/herself. In no instance shall a commissioner be selected to serve more than four consecutive one-year terms. If it is determined by the entire Commission that a member of the Board of Directors is not fulfilling his/her responsibilities, the entire Commission by majority vote may remove said commissioner from the Board of Directors.

Section 4. Vacancies: Vacancies on the Board of Directors shall be filled by the Commission in the same manner as commissioners are elected to the Board of Directors. If a commissioner on the Board of Directors was not re-elected to his/her local elected office, a vacancy would occur.

Section 5. Meetings: Meetings of the Board of Directors shall take place at such time, and place as deemed necessary by the Board of Directors. Notice of Board meetings shall be posted and sent to Commission members and those persons filing a written request for notification, at least three (3) days prior to the meeting. Notice of emergency meetings shall be posted with an attempt made to contact by phone, Commission members and those persons filing a written request for notification of special meetings.

Section 6. Quorum: A quorum of all meetings of the Board of Directors shall consist of a majority of the Board of Directors.

Section 7. Salary: No salary shall be paid to directors for their service; provided, however, that a director may receive a per diem as allowed by law and expenses for each meeting of the Board of Directors attended. The payment of the per diem and allowable expenses shall be made according to a schedule established by the Commission.

Section 8. Minutes: The minutes of each Board of Director's meeting shall be prepared and distributed to all members of the Commission.

Section 9. Alternate: The commissioners from each county may nominate commissioners from their county to serve as first and second alternates for their Board of Director's representative. If a member of the Board of Directors is unable to attend a meeting due to circumstances beyond control, he/she may request his/her alternate to serve for him/her during that meeting. During that meeting, the alternate may serve as a member of the Board of Directors and have all the authority granted to the same.

TO: Upper MN Valley RDC Commissioners

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

DATE: June 23, 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, Kirk

RDC staff continued to participate in Benson COVID-19 staffing meetings. Preparation for an additional new revolving loan has taken place with city staff, attorney, and upcoming borrower. RDC staff provided borrowers with their modification documentation around their optional 90-day loan deferment due to COVID-19. Conversations took place with a business expansion project. Marketing outreach took place to a business looking to relocate.

Benson Economic Recovery Coordination – Kirk

RDC is assisting the city with COVID-19 economic recovery coordination and business outreach including a resource page on the City's website and direct business support/assistance under a new contract in effect through the end of June.

Benson Federal EDA Disaster Assistance Grant – Kirk

The City of Benson has requested assistance to author a grant application to the Department of Commerce Federal EDA FY 2019 EDA Disaster Supplemental Notice of Funding Opportunity (NOFO) (Disaster Supplemental NOFO) to fund wastewater treatment facility flood mitigation and industrial park wastewater main upgrades. Staff are assisting the city to define project scope of work, including all relevant design and construction cost estimates in accordance with program-defined disaster recovery and resilience efforts and coordinate required information with Federal EDA District Point of Contact (POC) for grant application submittal the end of June.

Dawson MNHS project – Kristi

Kristi assisted Dawson to get a grant from the MNHS for roof replacement, repair to the site grade, and mold abatement. The city has rebid the project in chunks and received bids for all except the interior work. We are working with MNHS on how to proceed. There is an opportunity for an extension for the grant is needed.

Memorial Park – Kristi, Chad

The city of Granite Falls has contracted with the UMVRDC to help with another funding request to the Greater MN Regional Parks and Trails Commission due July 31st. They decided not to do the canoe landing at this time but instead to the entrance piers, picnic tables and improvements near the shelter, and invasive species removal around the pond.

Clara City SCDP Application – Laura, Kirk

We were notified that Clara City's SCDP application was funded by DEED. The application consisted with unit goals of ten owner occupied, eight single family rental, and four commercial rehabilitation projects. Environmental review process will be started.

Appleton SCDP Application – Kristi, Laura, Kirk

We were notified that Appleton's SCDP application was funded by DEED. The application provides funding to rehab 18 owner occupied homes and five commercial units.

Milan/Watson SCDP – Laura, Jordan

The city's goals are for 14 owner-occupied, 16 units for multi-family and 4 commercial units to be rehabbed by September 2022. Two commercial applications are being reviewed while one project is under inspection, and one is out for bids. Five owner occupied homes are in the inspection phase, three applications are being reviewed, and three fact sheets have been sent out. Contractors are proceeding with one of the rental properties while another inspection is taking place.

Canby SCDP – Laura, Jordan

The city's goal to rehab 17 owner occupied homes and 12 commercial properties will have until September 2022 within their SCDP grant. Four commercial applications are being reviewed, three are in the inspection phase, while another application was sent out. As for owner occupied homes, five are being inspected, two applications are in the review stage, and five additional applications were sent out.

Benson SCDP – Laura

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

Granite Falls SCDP Admin – Laura, Jordan

The Granite Falls SCDP project has had two rental inspection while one in the proceed process. For the owner-occupied activity, one project is completed, one is in inspection, two in proceed, four are working on financing, while another application is being reviewed. Granite's commercial activity has three bid packets out, three proceeds out, and four application taken.

Clarkfield SCDP Admin – Laura, Jordan

Public infrastructure bids went out and the project is scheduled to start June 29th. One owner occupied application currently out, while one is in the bidding process, two are working through financing, one project completed, and three in the proceed process and three applications. Two commercial projects are underway, one in the bid process, one being inspected, while one property's application is being reviewed.

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.

Madison Arts Council– Kristi

The Biome project is planned to be installed the week of June 15th. The UMVRDC procured from the Southwest MN Arts Council (SMAC).

Maynard Museum – Kristi

The city of Maynard is doing a conditions assessment on the Maynard Museum. We have been working with the contractor to complete the conditions assessment to the standards of the Minnesota Historical Society. A new version was submitted June 16th.

Kerkhoven Comprehensive Plan – Kristi, Kirk, Chad

The Kerkhoven steering committee completed the public review of the comprehensive plan and now plans to hold a public hearing and adopt in July.

MACCRAY Safe Routes to School – Chad

The team met on May 20th to discuss the draft of the plan. The final draft of the plan has been approved. The contract for this project ends June 30th.

Regional Transportation Coordination Council (RTCC) – Kristi, Chad

The UMRDC has continued to meet with Prairie Five to discuss how to move forward with the planning during the COVID-19 pandemic. The UMRDC will be updating the public participation plan and reimagining how to do a public meeting and submitting to MnDOT for approval. The project was extended to Sept 30, 2020, and so meetings will need to be planned for July and August to finalize the plan.

Swift County OHV Park Master Plan – Kristi, Kirk, Chad

The UMRDC will be completing a master plan for the Swift Count OHV Park over the next many months. The task force met June 1st to review the public participation plan and give feedback on a survey. Next steps will be to distribute the survey in order to get feedback from the public.

Montevideo EDA USDA CF TAT Grant - Kirk

The Montevideo EDA contracted for assistance to coordinate, author and submit a Community Facilities Technical Assistance and Training (CF TAT) application to the United States Department of Agriculture (USDA). Grant proceeds would be utilized to coordinate scope of work for, and completion of, a Historic Structures Conditions Assessment for the Chippewa Bank building. Application was submitted the first week of May. RDC staff was contacted by the USDA earlier this month with notification the grant would be successfully awarded upon provision of some final additional application information from the Montevideo EDA. Upon resolution, funds should be made available by September.

PROGRAM UPDATES:

Federal EDA Planning Grant – Kirk

The UMRDC was invited to apply for supplemental institutional grant funding up to \$400K over 24 months associated with COVID19 recovery associated with the CARES Act legislation. Application was required within 30 days and submitted the first week of June. Staff determined activities and workplan in accordance with a provided standardized scope of work. Grant award information is scheduled to be made available within 60 days. In addition to the EDA CARES Act scope of work, staff have also developed the FY21 workplan for it's regular annual EDA planning grant scope of work.

Meander – Kristi, Jordan

We started to work on the Meander brochure for the 2020 Meander. We are also currently working on getting sponsors. The Meander steering committee met via Zoom in May and June to discuss how to proceed with the Meander. It was decided to not cancel the event (because of Covid-19 concerns) as of yet but to think about how we could proceed with the event.

MN River Valley National Scenic Byway - Kristi

The byway is near the end of working on a Tear Map which will be a map of the central part of the byway. We are working with MapFormations, a company out of Springfield MN. The byway also received another grant from the Minnesota Historical Society to work on other brochures and collaborative projects for the byway in the next two years.

Prairie Waters Regional Marketing – Melissa & Jordan

Prairie Waters staff is busy planning for the 2021 membership, the forms will be sent out to Local Units of Government the beginning of June and staff will start city/county board visits.

Prairie Waters has been awarded a \$10,000 CRISIS grant from Explore MN Tourism to do local advertising in our region. Prairie Waters has conducted an accessibility web audit on the website, we will be identifying a list of changes that will need to be made to meet the guidelines of WCAG 2.0 AA.

Transportation – Chad

The KMS trail group continues to work toward a solution for connecting Murdock and Kerkhoven and held a group call on May 20th to discuss next steps for the group. Staff have been in contact with the consultant hired by MnDOT to complete the Safe Routes to School Engineering study for the KMS and LQPV communities to provide relevant documents and community insights. RDC staff met with MnDOT staff to review the FY21 workplan. Outreach to local communities regarding bike and pedestrian infrastructure planning and Safe Routes to School was completed, Because of COVID-19 related workplace policy, the bicycle and pedestrian counter was not installed in Dawson. This task can be completed in July. RDC staff will work with District 8 planning staff to work on a plan for the public to review the draft Areawide Transportation Improvement Program (ATIP). Public meeting restrictions prevented the RDC from holding the normal public open house to review projects. Also because of concern for holding in-person meetings, the RCS Transportation Planner group will be holding their August meeting using the online format.

STRATEGIC PLANNING: REGIONAL TRENDS + NEW INITIATIVES

Employer Toolkit (RT) – Melissa, Jordan

Researching employer's needs of workforce recruitment materials and strategies, while sharing available content and resources within the UMRDC Region. Staff have identified a list of employers within the region and are now in the process of setting up Zoom meetings with Human Resource Departments and/or those responsible for hiring. The goals of the meetings consist of the following:

1. Identify what strategies and materials employers are currently using for their workforce recruitment efforts
2. Identify employers *needs* for hiring such as lifestyle information: housing, childcare, education, healthcare, etc., brochures, city/county information
3. Showcasing content and regional resources that employers can use to increase their recruitment efforts

Staff will collect and analyze the data, then report the findings back to employers along with the cities, counties, chambers, EDAs, etc making everyone aware of the region's employer's needs.

Greenspace Factsheet (RT) – Chad, Jordan

In response to the trend of building demolitions and the concern about the increase in empty lots in our communities, this factsheet will contain case studies and potential funding sources for converting open lots into a range of greenspace options from simply planting a few trees to development of a formal park. The factsheet will draw primarily on examples from our region.

The activities in developing this factsheet include:

1. Research into examples
2. Research into potential funding resources
3. Design of a factsheet that may be included in a larger redevelopment toolkit

This factsheet will be available to LUGS as a resource for community planning.

Public Art Case Studies (RT) – Kristi, Jordan

To offer another way for redevelopment in our region, we are putting together case studies that outline how Montevideo and Madison came together to complete their public art projects. This project would create case studies that will serve as a "how to do this in your community". The document will share what we did in Montevideo and Madison and the steps to take if a

community would like a public art project in their town. This project is planned to be completed by the end of June.

Contracts

Benson SCDP
Granite Falls SCDP
Clarkfield SCDP
Canby SCDP
Milan/Watson SCDP
MACCRAY Safe Routes to School
Appleton RLF Administration
Benson Technical Assistance
Benson Economic Recovery Coordination
Montevideo EDA USDA CF TAT
Lac qui Parle RLF Administration

Anticipated Completion

September 2020
September 2021
September 2021
September 2022
September 2022
June 2020
June 2020
December 2020
June 2020
May 2020
December 2020

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 23, 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.

- Refining COVID-19 policy management as it relates to office policy affecting staff, public meetings, and technology management.
- Reviewed and finalized grant, budgets, and staffing plans for the supplemental planning and RLF funding from EDA.
- Planning and designing new staff position.
- Editing and reviewing for workplans.
- Coordination of nominating committee with chairperson.
- Review and development of public interest representative process.
- Review and editing of end of year processes to be presented at June board meeting.
- Training ideas and contract with Syvantis.
- New computer ordering and planning.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: June 23, 2020
RE: RLF Update

LOAN STATUS REPORT

DEFAULTS (90days+)

R & R Outdoors has not made a payment since February. Correspondence with the borrower has been made, emails and voicemails have been sent. In March, a loan payoff report was requested and provided to borrower prior to their scheduled financial counseling meeting.

DELINQUENT (less than 90 days)

None

DEFERRED PAYMENTS

COVID-19 Optional Deferment:

- After Five Supper Club
- Appleton Power
- Barr's/Conroy Electric, Inc.
- Clara City Foods, Inc
- Clarkfield Enterprises, Inc
- Granite Falls Dairy Queen, Inc
- GoFasters Powersports & Marine
- Handeland Chiropractic, LLC
- Headquarters Bar & Grill
- Jamers 1 Stop
- Krave Wellness Studio
- Lumpy's Inc.
- Northern Geo, LLC
- SEWearable Designs
- Streblow Family Enterprise
- The Dryer Doctors
- Trish's Catering

PAID IN FULL

None

LOANS APPROVED BUT NOT DISBURSED

Devo's Paint and Body- A letter was sent to applicant informing them that the RDC no longer was holding their committed \$47,960 funding. They applicant was encouraged to reapply once they had secured a new location for their business and funding package.

Stony Ridge Foods' \$200,000 committed RLF is scheduled to close the end of June.

Krothius Jewelry's \$38,000 committed RLF is schedule to close June 19th.

Falls Café and Canoe-The \$15,100 committed RLF is scheduled to close the end of June.

NEW LOANS

None

OTHER

Revolving Loan Fund Advisory Board Update- Lac qui Parle County has identified an economic development representative. The board of commissioners will need to take action on this appointment at their upcoming commissioner's meeting. Michelle May with Chippewa County notified RDC staff that they have appointed Austin Hoehne from Minnwest Bank as their new economic development representative.

CARES Act RLF Application- EDA invited the UMVRDC to apply for \$1.72 million in new revolving loan funds per their CARES Act funding. The application was submitted on June 3rd and also included \$172,000 in administration funds. If awarded, the RDC would have approximately two years to lend out. UMVRDC staff will be working through the new RLF Plan along with updating current loan application documents to meet the requirements of these new funds. EDA has estimated that we may have ability to lend as early as August. UMVRDC staff are currently working through marketing of the new funds as well.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 23, 2020
RE: New Staffing

Due to preparing for the large EDA and RLF grants we plan on getting on in July we are revisiting hiring a grants manager position. With some work assignments increasing we will be moving some of the existing work load around and feel that we can support another planner who will be responsible for SCDP grants admin (Matt, Laura, Jordan and Jackie do this now), some RLF grants admin, and assist in the financial department.

Last year we were considering adding this position but as we analyzed it, we felt that we could not sustainably support it at the time. With the significant added long term workload coming from the RLF that will demand a significant amount of time from Laura, we needed to shift some of her existing projects.

This new position will assume full responsibility for grants management for SCDP and some other minor projects. This is an ongoing need that we feel we will be able to sustain and will be 50% of their FTE. The remaining time will be assisting in the finance department (25%FTE) and RLF (15%FTE). Any remaining time will be spent training and learning and assisting with other projects in the office.

I will be working on the job posting and responsibilities over the next month to try get it posted as soon as we are ready.

INFORMATIONAL ONLY- No Action requested

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: UMRDC Staff

DATE: June 23, 2020

RE: FY 21 Operations, Outreach, Core Programs & Services Workplans

Last month the board reviewed the workplans for the Regional Trend & Issue and New Initiative strategic directions. In June we will be sharing workplans for the other three strategic directions.

Using the below timeline that we defined as part of our annual strategic planning process, we have completed the following:

1. Completed regional survey-Dec/Jan
2. Staff reviewed survey and developed ideas- Jan
3. Staff engaged the board sharing survey results and ideas - Feb
4. Staff develops concept ideas – March/April
5. Executive director reviewed concept ideas and selected projects to advance-April
6. Staff started drafting workplans on select ideas - April
7. **Staff shares FY 21 new initiative and regional trend draft workplans- May**
8. **Staff shares FY 21 operations, outreach, core programs & services workplans – June**
9. **Adoption of FY 21 workplan- July**

We want to focus our discussion tonight on the strategic projects we identified in the Operations, Outreach, and the Core Programs portion of our workplans (transportation, RLF, EDA, Prairie Waters, Meander, byway). Most core program workplans have specific areas that are defined in conjunction with other people/organizations/agencies.

- MnDOT workplan is defined in collaboration with MNDOT staff
- Prairie Waters workplan is developed by staff and shared with the PW advisory board for feedback
- Meander workplan is developed in collaboration with the Meander planning committee
- Byway workplan is defined in conjunction with the byway advisory committee
- EDA workplan is prioritized by staff from the CEDS within the scope of work prescribed by EDA

We are also sharing the workplans for the various contracts (the core services portion of that strategic direction) we have in the budget for the next year. These projects have a scope of work that was negotiated with the contracting agency and would have been previously seen by the board when you approved any contract. We included them here for your information so that you can see the new system we have put into place since our strategic plan that creates a similar format for ALL projects the RDC works on. This process has created one consistent system for tracking tasks for all projects we work on and was a operations strategy that we developed in the last year.

CATEGORY	OPERATIONS	OUTREACH	REGIONAL TRENDS & ISSUES	NEW INITIATIVES	CORE PROGRAMS & SERVICES
GOAL	Evolve UMRDC organizationally to grow staff and board effectiveness, satisfaction, and retention.	Systematically develop awareness of and interest in UMRDC capabilities.	Provide an opportunity for LUGs in the region to learn through convenings and research.	Identify and proactively act on opportunities in the region that lead to new UMRDC programs or services.	Continue existing UMRDC programs and services.
INTENT	Internal improvements in policy or process that help attract and maintain talent, operate efficiently, and build capacity.	Efforts here will market the UMRDC to key stakeholders in order to share information, develop relationships, and increase opportunities for new contracts.	In being responsive to our region's emerging needs, this direction will prioritize topics to research, exchange information about, or convene stakeholders around.	A limited amount of dedicated time to develop ideas for new, revenue-generating programs or projects.	This represents our ongoing or regular commitments, including contract work, and the bulk of agency revenue and staff time allocation.

FY 21 Workplans Presentation:


- Operations - Dawn, Matt, Jackie
- Outreach - Melissa
- Core Programs
 - Byway – Kristi
 - Meander - Kristi
 - RLF – Laura
 - Transportation – Chad
 - EDA – Kirk
 - Prairie Waters - Melissa

For each workplan:

1. Quick summary of the workplan
2. Questions from board members

ACTION REQUESTED:

Authorization to include the operation, outreach, and core program & services workplans as part of the FY 21 agency workplan to be adopted at the annual meeting.

Project/Program Title:	EDA Planning Grant	
Project Manager:	Kirk Buström	
Strategic Direction Category:	Core Services	
CEDS Cornerstone:	None	

Scope of Work (what)	Tasks	FY 21 projects
Community Resources Cornerstone - Develop a regional online portal that provides a helpful connection to the abundance of amenities, jobs available, and lifestyle that can be found in the region using the Get Rural brand.	1. Create a portal concept and business plan around the "Get Rural" regional brand <ul style="list-style-type: none"> • Work with ED Pro's to develop the concept for the site • Work with a subcommittee on the business plan • Develop a social media marketing plan 	
	2. Develop a section of the portal dedicated to entrepreneurs <ul style="list-style-type: none"> • Available spaces/resources inventory (vacant buildings) • Collect Testimonials • Promote businesses for sale • Explore a youth section 	<ul style="list-style-type: none"> * Update and maintain the developable properties inventory data base * Maintain upload to LOIS site selector database
	3. Continue to build a strong Regional Tourism Program <ul style="list-style-type: none"> • Blend tourism into the portal - connect with Prairie Waters • Promote and market the growing arts culture and Annual Meander Art Crawl • Promote Visitor for a Day Campaign & Lifestyle Snapshots 	
	4. Strengthen the network of organizations that address workforce <ul style="list-style-type: none"> • Use the portal as a gateway to regional employment opportunities • Develop a network of people who are willing/able to connect potential newcomers with employers to help make regional connections 	
	5. Work with communities to connect them with the regional portal <ul style="list-style-type: none"> • Meet with each city and county about the portal • Create a project summary we can share with public, private and non-profit organization • Work with realtors and employers on using the portal • Create measurement tools to share progress with stakeholders in the future 	
Human Capital Cornerstone - Increase the labor force participation rate of 25-44 year olds from 87.2% to 89.2% by 2021.	1. Develop a Regional Recruitment Program <ul style="list-style-type: none"> • Develop a marketing plan - social media • Create additional online content images, stories, videos, reliable links • Explore regional recruitment best practices - build a welcome network and help our communities be better at welcoming newcomers 	
	2. Build childcare capacity in the region <ul style="list-style-type: none"> • Support individual community strategies • Collect best practices to share with the region • Explore viable grant/loan options to support child care expansion 	
	3. Explore career awareness programs / Encourage youth business ownership <ul style="list-style-type: none"> • Meet with each of the 10 school districts to discuss the idea and develop strategies to connect students to ownership opportunities in the region 	
	4. Help employers become mobile friendly to their employees <ul style="list-style-type: none"> • Host a workshop on managing remote employees / how to be mobile friendly • Showcase local best practices • Promote job opportunities where employees can be mobile 	
	5. Expand high speed broadband access in the region. <ul style="list-style-type: none"> • Work with cities and counties who are unserved or underserved with broadband access 	<ul style="list-style-type: none"> * Continue to engage Chippewa and YM counties' and cities in potential broadband deployment initiatives * Continue to engage providers and track development
Foundational Assets Cornerstone - Increase the percentage of households that have access to 100/20 mbps by at least 20% or until 100% of households are reached whichever occurs first:	1. Help communities better understand broadband especially communities identified unserved and underserved <ul style="list-style-type: none"> • Meet with all cities and counties that are currently underserved with broadband access • Provide education to local elected officials - dig once policies • Promote opportunities to improve and use broadband 	
	2. Connect communities to tools kits to start broadband conversations <ul style="list-style-type: none"> • Facilitate community conversations • Coordinate education panels • Connect communities to Blandin technical assistance 	
	3. Meet with local providers to discuss future opportunities <ul style="list-style-type: none"> • Determine project/funding possibilities • As requested provide technical assistance to communities with survey work to validate demand/feasibility 	<ul style="list-style-type: none"> * Continue to engage funding partners (MN Office of BB, USDA, EDA, BF, etc.) on local broadband projects * Engage providers and funders to address underserved municipalities
	4. Work with local EDAs to promote availability of high speed broadband <ul style="list-style-type: none"> • Determine how broadband can be included in economic development or marketing plans • Work with the private sector to promote the availability of high speed broadband (employers, realtors, chambers) 	
	5. Collect stories about how broadband has made a difference in the region <ul style="list-style-type: none"> • Work with cities and counties who are unserved or underserved with broadband access 	

Project/Program Title:	EDA Planning Grant	
Project Manager:	Kirk Bustron	
Strategic Direction Category:	Core Services	
CEDS Cornerstone:	None	

Scope of Work (what)	Tasks	FY 21 projects
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Economic Competitiveness Cornerstone - Increase the number of establishments in the region from 1,528 (QCEW, 2014) to 1,600 by 2021.	<p>1. Be a connector!</p> <ul style="list-style-type: none"> • Assist communities in using the vacant buildings inventory to promote available spaces • Encourage communities to promote the types of businesses needed in the community • Find places to post businesses for sale 	<ul style="list-style-type: none"> • Engage ED Pros and EDAs on maintenance and utilization of the developable properties inventory for addressing and targeting redevelopment
	<p>2. Work on retention strategies for existing businesses</p> <ul style="list-style-type: none"> • Encourage communities to go through a BR&E process • Business roundtables – what can economic development staff do to help you be successful? 	
	<p>3. Collaborate with gap lenders to explore a “start-up funding package”</p> <ul style="list-style-type: none"> • Research other “start-up packages” • Meet with regional lenders to discuss new ideas • Experiment with the concept of a start-up package • Invite and encourage culturally diverse businesses 	
	<p>4. Explore/promote the development of jobs that would help diversify the region</p> <ul style="list-style-type: none"> • Look at opportunities to increase jobs in the following industries: <ul style="list-style-type: none"> o Arts, Entertainment, Recreation o Professional and Technical Services o Agriculture, Forestry, Fish & Hunt 	
	<p>5. Increase the amount of resources that can help improve main streets – especially those that can provide essential services</p> <ul style="list-style-type: none"> • Work with EDAs/local units of government to develop incentives for entrepreneurs willing to invest in a currently vacant building • Help EDAs/HRAs look at models to flip properties • Assist communities in finding funds to demolish properties • Explore an “investor network” 	<ul style="list-style-type: none"> • Work with LUGs on establishing and accessing demo & redevelopment funds • Engage with LUGs to identify and access main street beautification and streetscape projects • Continue to work on establishing designated OZ fund(s) for development projects
	<p>6. Explore cooperative and/or incubator ideas for small business</p> <ul style="list-style-type: none"> • Research small business support ideas <ul style="list-style-type: none"> o Accounting/Book keeping o Legal support 	
5-YR CEDS Update	Establish and maintain an Economic Development Strategy Committee (Strategy Committee) to oversee the CEDS process	
	Define the Strategy Committee’s role and relationships	
	Seek stakeholder input. <ul style="list-style-type: none"> • Develop Annual Survey content and compile results 	
	Adopt a program of work	
	Craft the initial CEDS document and solicit and address public comments <ul style="list-style-type: none"> • SWOT Analysis • Strategic Direction / Action Plan • Evaluation Framework • Economic Resilience • Summary Background 	
	Seek stakeholder input.	
	Finalize CEDS document	
3-YR Planning Grant Resubmittal	Establish SOW	
	Develop budget	
	Draft grant application	
	Review application	
	Submit application	

Project/Program Title: EDA CARES Supplemental

Project Manager: Kirk



Strategic Direction Category: Core Services

CEDS Cornerstone: None

Scope of Work (what) Tasks

Development of an economic recovery and resilience plan, tied to the applicant's approved Comprehensive Economic Development Strategy, to address the economic impacts of the coronavirus pandemic,
Regional Redevelopment Fund Strategic/Feasibility Plan - Concept research, feasibility analysis and strategic plan for a regional fund focused on demolition and redevelopment of vacant or underutilized properties.

Organizational Structure (Identify appropriate structure based on feasibility and best practices)
Establish University Center partnership
Identify contracted public finance consulting
Conduct research in conjunction w/ partners
Identify organizational structure

Capitalization (Identify appropriate funding mechanism(s) based on feasibility, sustainability and best practices)
Conduct research in conjunction w/ partners
Identify capitalization plan

Operations/Administration (Develop operational plan based on feasibility, sustainability and best practices)
Conduct research in conjunction w/ partners
Feasibility/Strategic Plan
Oversight
Staffing
Programming
Funding overhead
Marketing

Developable Properties
Developable Properties Inventory / Opportunity Zone Targeting - Populate, manage and advance redevelopment of the region's inventory of vacant or underutilized properties.

Data procurement
A. Gather data from UMRDC local units of government and regional partners about vacant and underutilized buildings/properties.

Data analysis
A. Analyze the data
*This means that all data will be entered and initial analysis will have been conducted. In short, all the information that could be gathered will have been gathered and the project is ready to move toward the assembly of a fact sheet for each property.
B. Present draft fact sheets to stakeholders

Conceptual design work	<p>A. Gather direct stakeholder input on concept ideas for development/redevelopment. B. Work with UMN graduate design students to develop and design concept “mock-ups” based on proposed redevelopment use and physical site/building characteristics C. Review and comment interaction with local stakeholders to develop recommendations for specific dissemination of developed information (LOIS, MN DEED, local websites, Prairie waters, etc.)</p>
<i>Deployment of disaster recovery coordination to orchestrate our region’s response to the pandemic</i>	Regional BR & E - Work with regional ED professionals to develop a formal BR&E initiative throughout the region
	Childcare Industry Analysis & Outreach - Outreach to providers to identify need and coordinate recovery resources
	Broadband Access Analysis & Outreach - Outreach to remaining underserved geographies to identify need and coordinate available resources for broadband access and deployment
	Comp planning / capital improvement planning / resiliency planning - Strategic planning for local units of government addressing proactive planning leading to more resilient communities
<i>Provision of technical assistance, as necessary, to local governments, businesses, and other stakeholder organizations</i>	Digital Marketing and E-Commerce Transition Support - Training and support to transition local businesses to a 21st century digital economy (online presence/sales capability, social media, etc.) addressing resiliency and COVID recovery
	<p>Tourism / Regional Recruitment Prairie Waters / Get Rural</p> <p>Visitors/Relocation Guide (2021-2022)</p> <p>Employer marketing kits</p> <p>Community marketing kits</p> <p>Regional employment posting system aggregation</p>
	<p>Meander Art Crawl</p> <p>Online marketplace / Cooperative distribution</p> <p>Training for artists to set up their own commerce sites</p> <p>Online marketing/event with live video, auction.</p>

Project/Program Title: MnDOT Contract
Project Manager: Chad
Strategic Direction Category: Core Services
CEDS Cornerstone: Foundational Asset

3

Scope of Work (what)	Tasks
ATP Coordination and Involvement	ATP Meetings, public meeting on draft ATIP, TA solicitation process and project development, ATP activities, appointed ATP member expenses, maintain ATP section of UMRDC website
Transportation Advisory Committee (TAC) Administration	TAC meetings and expenses related to TAC activities, TAC meetings for the year may include the following topics: scoping MnDOT projects, review of CHIP, review of TA projects in region. Ongoing maintenance of the functional classification system; Explore TAC role; District Freight Plans
Transportation Planner Meetings	Attend transportation planner meetings and travel and expenses related to transportation planner meetings
Statewide Planning	<ul style="list-style-type: none"> •Participate in workgroup and assist with organizing and staffing in-person engagement events for the Statewide Multimodal Transportation Plan and MnSHIP update process. •Assist with airport zoning and comprehensive planning work •Assist with the updates to the State Aviation System Plan •Attend advisory committee meetings, perform some limited outreach for the freight plans coming up in Districts 4, 6 and 7, as applicable. •Assist with public outreach for the Greater MN Transit Investment Plan and participate in advisory steering committees as requested. •Provide public engagement assistance for the State Rail Plan update •Representation on Statewide groups/committees •Review and input of Statewide Plans, Policies, Studies •Assist with engagement/evaluation related to statewide projects and programs (Corridors of Commerce, SRTS, TED, BUILD, Bike/Ped Demonstration Projects, etc.)-Involvement with the next US Bicycle Route designation as requested. •Participate in transit and active transportation trainings via webinar or in-person meetings to increase knowledge, skills, and abilities regarding planning, project implementation, and evaluation of walking and bicycling. MnDOT will schedule and distribute information. •General SRTS outreach and promotion •One day annual SRTS/Active transportation planning training
Regional Planning	<ul style="list-style-type: none"> •Community Infrastructure Assessment – review district project scoring and local utility conditions – Outreach to communities about known or unknown needs •Inventory of community and county 5-year plans or CIPs and compare to the STIP and CHIP projects for coordination (Spring) •Community Resources (Winter) – Work with other RDCs on creation of fact sheets: (downtown reconstructions; bike/ped funding; Landscape Partnership; streetscaping, etc.) •D8 RDC/MnDOT –quarterly RDC/MnDOT meetings for D8: RTCCs, SRTS/TA Solicitation, MnDOT's RRFB Process, MnDOT's LPP Solicitation, Landscape Partnership, etc. •Internal Staff & commission meetings; Local and regional meetings; RDC website upkeep •Scoping worksheet assistance •D8 Freight Plan – serve on the D8 Freight Plan Advisory Committee and Technical Team •Provide guidance and assistance to local bike/ped discussions: (Summer) 1)Continuation of Bike Plan Work – work with (1-2) communities on D4 or D8 Plans for routes or connections; Promote Bike and Ped counting; Maintain SHIP partnership 2) Regional trail development: Ortonville to Big Stone NWR, Milan trail to Lac qui Parle lake, Granite Falls to Wegdahl, Kerkhoven to Murdock trail, Montevideo – trail connections 3) Local community trail/pedestrian infrastructure development: Dawson – school infrastructure (TAP) and ped infrastructure on Hwy 212 (LPP), SRTS Engineering Grant – LQPV Schools and KMS Schools 4) Develop Active Living template for our region – (RDC workplan) 5) Promote coordination with ADA transition plans between cities/counties/MnDOT 6) Transportation Forum Research and Development – Spring '21 or Summer '22 Event •Safe Routes to School (Summer) 1) Follow up with all communities with plans; Promote SRTS in communities without plans; Encourage schools to update plans 2) Research demand for more sustained RDC involvement with schools •MN River Scenic Byway 1) Byway Alliance meeting coordination; Byway Annual Report to MnDOT; Byway Logo Use Policy; Coordination of road signage with road authorities; Way showing with Byway website; Hwy 67 closure impacts on Byway; Statewide MN Byway meetings; Minnesota River Valley monuments project •Transportation portions of Comprehensive Plans •Other community transportation planning •Highway Coalition assistance •Engage with TZD initiatives - annual workshop, forwarding TZD announcements
Conference Attendance	MN Transportation Annual Conference, MN APA Conference
Other Transportation Activities	RTCC, Swift County OHV Master Planning, Granite Falls TAP application Fall 2020

Project/Program Title: Western Minnesota Prairie Waters Regional Marketing

Project Manager: Melissa Streich

Strategic Direction Category: Core Services

CEDS Cornerstone: Community Resources

4

Scope of Work (what)	Tasks
administration	Server
ads	Advertising 2020 schedule
ads	EMT web business listings
ads	Start conversation with fairs
ads	fairs co-op advertising
ads	Start ad sales - send out mass mailing
ads	EMT Advertising
ads	Ad creation
ads	Local Advertising
ads	PPTV Advertising Trade
board management	PW bylaws
board management	Board meetings
calendar	Calendar of Events
calendar	Events to EMT website
calendar	Calendar of events + EMT Events
finance	Invoice PW Members
finance	Invoice EMT 2019
finance	Create 2021 PW budget and workplan
guide	Send bids for VG
guide	Select publisher
guide	Start VG editorial planning
guide	VG content planning
guide	2021-2022 Visitor Guide
guide	Guide distribution
image collection	Drone
image collection	New photos, check links, annual updates
image collection	Drone Footage
image collection	Organizing/watermarking photos
membership	Start convo for 2021 membership
membership	Board approve 2021 membership
membership	Line up city/county visits
misc	Misc.
outreach	Annual gathering planning
outreach	City/County Visits
outreach	City/County Visits
outreach	Annual Gathering
outreach	End of the year wrap up blast
outreach	Communication with partners
social media	Social Media
social media	Social Media Campaigns

special projects	Create student schedule
special projects	CST Application
special projects	Student orientation
special projects	Student monitoring
special projects	Employer Outreach
special projects	Employment Opportunities
special projects	Developable Properties
trainingg/education	Live Wide Open Summit
trainingg/education	SMTA meetings + participation
website	ADA pictures
website	Businesses/Map website annual updates
website	Adobe Spark embedding, video embedding, profile update, webpage update
website	Analytics review
website	Avatar Stories

Project/Program Title:

MN River Valley Scenic Byway 2020



Project Manager:

Kristi Fernholz

Goal

Facilitate the MN River Valley Scenic Byway Program with the Byway Alliance

Strategic Direction Category:

Core Services

CEDS Cornerstone:

Community Resources

Scope of Work (what)	Tasks
ads	Ads: promote video, need to approve match
board management	Workplan update to Alliance - hours available
education	State Byway Conference
marketing products	Visitors Guide - start summer 2020 to be done early 2021
membership	2020 Membership Mailing
outreach	Distribute Visitors Guide
signs	New byway signs along county roads
social media	Facebook
	Instagram - do more, add to website, #mnrivervalley - selfie along the byway, tshirt at the end
social media	
special projects	Implement MNHS grant - map of central region
special projects	Implement Partnership Grant
special projects	Write MNHS grants - other ideas:
special projects	-New geocash project
special projects	-Interp panels writing and design
special projects	Monuments project
website	Website plan - use it more often, partners share it, discovery site
website	More website work - make better, utilize funds (3 year plan 2019-2022 -
website	Look at google analytics
	Ambassador Program brainstorming
	Blogger to go along the byway to write - free stuff? Hotel stay?
	Coordinate...
route management	Alternate routes conversation

Project/Program Title: Meander
Project Manager: Kristi
Strategic Direction Category: Core Services
CEDS Cornerstone: Foundational Asset



Scope of Work (what)	Tasks
Coordinate the Meander Art Crawl	
	Post meander stats
	Post meander stats
	Steering Committee Coordination
	Artist Registrations/dbase
	EMT request funds
	SMAC final report
	Sponsor mailing
	Brochure - gather info
	Follow up with sponsors
	Follow up with sponsors
	Brochure bids
	Fri/Sat events
	steering committee meeting/budget
	2020 pausing Meander due to COVID-19**
	Brochure
	Press release organization
	Send letter to county commissioners for 2021
	All artist meeting
	website
	website
	facebook coordination
	Steering committee/budget
	Brochure distribution
	dbase update
	Mailing
	Editorial Outlets
	SMAC grant
	Ads
	Liability insurance
	Passport/prep for Meander
	Meander week tasks
	Post meander stats
	Post Meander meeting
	Sponsor thank yous
	Meander Economic Impact

Project/Program Title:

Revolving Loan Fund

Project Manager:

Laura Ostlie

Goal

Access to affordable capital through gap financing for business start-ups and expansion in the region to encourage job creation, job retention, improved income levels, economic diversification and economic stability

Strategic Direction Category:

Core Services

CEDS Cornerstone:

Economic Competitiveness



Scope of Work (what)

Tasks

Marketing & Outreach

Marketing and outreach

Working with borrowers

Application preparation

Board management

Inurance of meeting notices, recording of minutes, facilitation of meetings, and organization of meetings

Administration

Maintenance of financial records

Outreach

Identification of business loan prospects

Outreach

Explanation of the RLF to potential borrowers

Administration

Coordination with private sector funding sources

Administration

Coordinations of legal and accounting services needed

Working with borrowers

Technical Assistant

Administration

Coordination of the RLF

Working with borrowers

Loan Processing

Working with borrowers

Credit Analysis

Board management

Loan Write-ups

Working with borrowers

Closings

Working with borrowers

Repayment and servicing

Administration

Default loans, bad debt, foreclosures, collateral recovery

Administration

Compliance with grant requirements

Administration

Financial audit

Project/Program Title: **Operations Workplan**

Project Manager: Dawn

Strategic Direction Category: Operations

CEDS Cornerstone: None



Scope of Work (what)

Tasks

EXECUTIVE

Discuss organizational strategy with personnel committee	Discuss and share staffing needs, policies, COLA, contract/budget status
Consultant review of salary structure and position descriptions	Hire consultant to review comp system and analyze job descriptions Determine new priorities for employee success, revise organizational chart, create new level for entry level planners, revise job descriptions, revise pay structure, redefine individual employee's on ramp within the new system.
	Review opportunity to implement incentive programs, temporary assignment of new roles and responsibilities, expected training opportunities
look for ways to support and manage employees	Annually review personnel policy Annual review employee benefit portfolio Annually meet with Chairperson to discuss board member openings, succession plans and BOD/officers
Board succession planning strategy	

FINANCIAL

Present new budget	Finalize board recommended budget from June 2020 meeting and present at the annual meeting
Annually review current budget and budget projections	Monitor agency's revenue and expenses and recommend revisions as needed
Annually review Indirect cost plan	Prepare FY21 indirect cost plan and present to board at annual meeting
Annually review Levy utilization	Prepare and present use of Levy funds and discuss future allocations
Every three years audit RFP request	Develop RFP with discussion with budget committee.
FY22 Budget Preparation	Prepare all FY22 budget workpapers for budget committee and board
Review Agency investments	Review and Monitor all agency investments to maximize return while minimizing risk
Develop a new process for staff budgets	Create/ refine the process for staff to review timesheet and final budgets
Annually Review Financial policy	

ADMINISTRATIVE

Implement new contact management system	Researching, ideas and suggestions are being conducted.
Create a system for the agency to manage and utilize SharePoint	Create a process for staff to use to create and utilize SharePoint, Create a process for staff to consult with admin asst to create and edit SharePoint libraries and sites, additional training for admin asst

Develop new system for managing capital improvements	review technology plan, equipment replacement schedule and discuss with XD
Review board packet format and distribution method	Determine if there is a better process that would work for us
Examine the planner update as a tool to communicate about the projects the RDC is working on	Research other organizations board memos, brainstorm with planners about key information to share with board, figure out if we can use info from the workplan to auto-populate the planner update, consult with Melissa on outreach strategies to see how we can use this document in multiple ways

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Project/Program Title:	Outreach
Project Manager:	Melissa Streich
Strategic Direction Category:	Outreach
CEDS Cornerstone:	None
Scope of Work (what)	Tasks
Develop consistant Marketing Materials	
Annual report	
Newsletters	
Contant contact blast	Share resources and information
Marketing Packets: brochures, fact sheets, case studies	Analyze and update
Online Presence	
Website	webposts, Annual web updates/checking links
Facebook	
Press releases	Determine a process as to when to send press releases for projects: when grant is awarded, project update/progress, after
ADA	Perform an accessibility web audit, create an accesbility statement and post on website
Case Studies	
Increase relationships with LUGs	
Contact all newly elected officials	Send _____ to newly elected officials
Develop an annual survey to reach out to all LUGs to assess needs and issues.	Develop survey in fall, send out in Nov, tabulate in Dec
Develop and foster relationships with all 37 cities	At least 1 RDC staff attend a city council meeting
Develop and foster relationships with all 5 counties	Meet with all counties both commissioners and county staff
Develop relationship with USC	Connect with the Upper Sioux Community Tribal Planner.
Connect with all townships	Attend all five township association meetings.
Connect with all school districts in our region	Respond to community development needs of school districts.
Measure outreach efforts to develop relationships with LUGs	Complete a spreadsheet showing meaningful staff contact and meetings with each of our LUGs
Measure our outreach efforts	Use the annual community development survey to ask specific questions to each of our LUGs

Project/Program Title: Appleton RLF
Project Manager: Laura
Strategic Direction Category: Core Services
CEDS Cornerstone: Economic Competitiveness

Scope of Work (what)	Tasks
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The UMVRDC hereby agrees to provide administration to the Appleton Revolving Loan Fund	
	Serve as the primary contact for USDA in the ongoing administration of the loan fund
	Complete required annual USDA reporting
	Coordinate, discuss, and evaluate applications with potential borrowers
	Maintain secure electronic files of all loans and prepare hard copied files for county
	Prepare and provide loan review packet, present loan packet to loan review committee
	Provide loan activity summary to County
	Coordinate the legal and administrative activities for loan closings
	Provide loan portfolio monitoring such as insurance, UCC filings, property taxes, annual financial statements
	Track payments through posting payments via loan software monthly, provide year-end financial documentation, facilitate initiation of ACH payments

Project/Program Title: Browns Valley Grant Admin
Project Manager: Matt
Strategic Direction Category: Core Services
CEDS Cornerstone:

Scope of Work (what)	Tasks
Act as fiscal agent on behalf of the City for the DNR flood damage reduction grant and perform all fiscal activities.	This will include completing reimbursement forms and progress reports, making payments, coordinating with all the parties involved, and providing the CITY with information necessary for the CITY's audit if one is required.

Project/Program Title: Benson TA

Project Manager: Laura Ostlie

Strategic Direction Category:

CEDS Cornerstone:

Scope of Work (what)	Tasks
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The UMVRDC hereby agrees to provide economic development technical assistance to the City of Benson.

Conferences	Staff the Benson booth at the International Biomass Convention. Staff the Benson booth at any additional conference scheduled. Update Benson booth and materials to include newly edited drone footage/property highlights
Benson's Economic Development Authority	Assist in the facilitation for the monthly EDA meetings each month. Coordinate application process with all loan applicants. Assist in the administration of the \$1.6 million RLF. Provide mitigation and auditing to current RLF portfolio. Assist EDA with implementing marketing plans. Explore and develop downtown facade grants/loan programming.
Marketing	Attend the city council retreat. Gain familiarity with the development of the city's comp plan goals and strategies. Develop concepts, proposals and budgets for marketing implementation.

<p>Assist in coordination of any projects associated with the former Fibrominn property</p>	<p>Coordinate needs with the business inquiry. Assist with permitting management and issues. Work with Briggs/Morgan legal counsel. Work with Ehlers to develop TIF agreement. Work with attorneys on purchase agreement. Work with MN Biofuels incentive. Work with Industrial Development Bonds. Work with New Market Tax Credits. Work with Benson subsidy agreement. Assist with valuation tracking. Assist Rob in attending MN Legislature hearings where this project or the payout of Excel Energy might be an agenda item. Assist with Shovel Ready Certification and BNSF certification processes. Design website marketing for the property.</p>
<p>Assist with other items as directed by the City as time allows</p>	<p>Participate in the City of Benson staffing meetings. Updated Business Subsidy Plan.</p>

Project/Program Title: Dawson Roof Implementation

Project Manager: Kristi

Strategic Direction Category: Core Services

CEDS Cornerstone: Community Resources

Scope of Work (what)	Tasks
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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

Project/Program Title:	LQP RLF
Project Manager:	Laura
Strategic Direction Category:	Core Services
CEDS Cornerstone:	Economic Competitiveness

Scope of Work (what)	Tasks
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The UMVRDC hereby agrees to provide administration to the Lac qui Parle County Revolving Loan Fund	
	Serve as the primary contact for USDA in the ongoing administration of the loan fund
	Complete required annual USDA reporting
	Coordinate, discuss, and evaluate applications with potential borrowers
	Maintain secure electronic files of all loans and prepare hard copied files for county
	Prepare and provide loan review packet, present loan packet to loan review committee
	Provide loan activity summary to County
	Coordinate the legal and administrative activities for loan closings
	Provide loan portfolio monitoring such as insurance, UCC filings, property taxes, annual financial statements
	Track payments through posting payments via loan software monthly, provide year-end financial documentation, facilitate initiation of ACH payments

Project/Program Title:	Madison Biome Implementation
Project Manager:	Kristi
Strategic Direction Category:	Core Services
CEDS Cornerstone:	Foundational Asset

Scope of Work (what)	Tasks
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Work with the Madison Arts Project (MAC) committee to implement the Biome Sculpture SMAC Project Grant including the following:	General coordination with the artist and MAC committee
	This includes up to 3 meetings and participation in the dedication
	Create contract between the artist and city of Madison as needed;
	Create survey for feedback and provide to the city to distribute at applicable events;
	Survey tabulation;
	Fill out the final report with assistance from the City.

Project/Program Title: RTCC
Project Manager: Kristi Fernholz
Category: Core Services
CEDS Cornerstone: Community Resources

Scope of Work (what)	Tasks
	Gather historic data and examples Coordinate stakeholder lists
	Create a public participation plan
	Maintain documentation of the following: Report findings Research findings Final decisions Public participation plan Completed grant requirements
	Facilitate up to 12 meetings. This includes: up to 6 stakeholder committee meetings Up to 4 public meetings Up to 7 meetings with Prairie Five Organize outreach to private entities, focus groups and other special efforts Create marketing materials for public meetings and public outreach
	Public meeting - organization
	Public meeting/review - Marketing/outreach
	Work with Prairie Five staff to document meeting discussions
	Use discussions from meetings to create all items necessary for implementation of an RTCC.
	Development of document that will include the final deliverables: Defined list of Council memberships, an outline of how the Council will be staffed, articles of incorporation, bylaws, fiscal accountability methods and any other items that stakeholders deem necessary for implementation.

Project/Program Title:	Swift County OHV Park Master Plan
Project Manager:	Kristi Fernholz
Strategic Direction Category:	Core Services
CEDS Cornerstone:	Foundational Asset

Scope of Work (what)	Tasks
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<p>The UMVRDC hereby agrees to prepare a Master Plan for Swift County OHV Park according to the requirements set out by the Greater Minnesota Regional Parks and Trails Strategic Plan. This plan will identify the following:</p>	<p>18 month planning process</p>
	Task 1
	review and research/interviews
	site visit
	committee meeting #1 - ZOOM
	Survey
	start plan, access to portal, start with master plan
	Task 2
	committee meeting #2 with notes
	-with landscape architect, core values, development features
	work with Landscape architect
	Task 3
	work with swift county on bulk of master plan info
	committee meeting #3 with notes
	notes
	committee meeting #4 with notes
	Task 4
	open house
	notes
	committee meeting #5 with followup
	notes

Project/Program Title: Benson SCDP Administration-Year 3.5
Project Manager: Laura Ostlie
Strategic Direction Category: Core Services
CEDS Cornerstone: Economic Competitiveness

Scope of Work (what)	Tasks
Davis Bacon Activities	Mail out interviews, onsite interviews, payroll, precon mtgs, file audits, contractor inquiries, field administration notifications, verification of wage decision, utilize and complete contractor certification form, notification of contract request to DEED, authorize field administrator to start project, final labor standards, verification of grant funds, verification of property within target location
Non Davis Bacon Activities	Verification of property within target area, file creation
Monthly Field Report	Collect monthly reports from field administrators, determine concerns, update board planner update, file
Fair Housing Activity	verify activity in community, document, file
Quarterly Budget Mtg	run budget report, analyze, verify upcoming activity, update budget
Disbursements	Print requests from field administration, verify eligibility, completed DEED form, file, send to DEED and community, coding, cut checks, file, send copies to community
Annual Report	Collect field admin info, input data, connect with communities to determine program income reporting
Progress Report	Collect field admin info, input data, submit to DEED
Additional Tasks	Monitoring, coordination with communities, field administration, publications, updates, additional financial hours, etc

Project/Program Title: Canby SCDP Administration-Year 2

Project Manager: Laura Ostlie

Category: Core Services

CEDS Cornerstone: Economic Competitiveness

Scope of Work (what)	Tasks
Davis Bacon Activities	Mail out interviews, onsite interviews, payroll, precon mtgs, file audits, contractor inquiries, field administration notifications, verification of wage decision, utilize and complete contractor certification form, notification of contract request to DEED, authorize field administrator to start project, final labor standards, verification of grant funds, verification of property within target location
Non Davis Bacon Activities	Verification of property within target area, file creation
Monthly Field Report	Collect monthly reports from field administrators, determine concerns, update board planner update, file
Fair Housing Activity	verify activity in community, document, file
Quarterly Budget Mtg	run budget report, analyze, verify upcoming activity, update budget
Disbursements	Print requests from field administration, verify eligibility, completed DEED form, file, send to DEED and community, coding, cut checks, file, send copies to community
Annual Report	Collect field admin info, input data, connect with communities to determine program income reporting
Progress Report	Collect field admin info, input data, submit to DEED
Additional Tasks	Coordination with communities, field administration, publications, updates, additional financial hours, etc

Project/Program Title:	Clarkfield SCDP Administration-Year 3
Project Manager:	Laura Ostlie
Strategic Direction Category:	Core Services
CEDS Cornerstone:	Economic Competitiveness

Scope of Work (what)	Tasks
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Davis Bacon Activities	Mail out interviews, onsite interviews, payroll, precon mtgs, file audits, contractor inquiries, field administration notifications, verification of wage decision, utilize and complete contractor certification form, notification of contract request to DEED, authorize field administrator to start project, final labor standards, verification of grant funds, verification of property within target location
Non Davis Bacon Activities	Verification of property within target area, file creation
Monthly Field Report	Collect monthly reports from field administrators, determine concerns, update board planner update, file
Fair Housing Activity	verify activity in community, document, file
Quarterly Budget Mtg	run budget report, analyze, verify upcoming activity, update budget
Disbursements	Print requests from field administration, verify eligibility, completed DEED form, file, send to DEED and community, coding, cut checks, file, send copies to community
Annual Report	Collect field admin info, input data, connect with communities to determine program income reporting
Progress Report	Collect field admin info, input data, submit to DEED
Additional Tasks	Coordination with communities, field administration, publications, updates, additional financial hours, etc
Public Infrastructure	Water tower davis bacon duties
Total Hours	

Project/Program Title: Granite Falls SCDP Administration-Year 3

Project Manager: Laura Ostlie

Category: Core Services

CEDS Cornerstone: Economic Competitiveness

Scope of Work (what)	Tasks
Davis Bacon Activities	Mail out interviews, onsite interviews, payroll, precon mtgs, file audits, contractor inquiries, field administration notifications, verification of wage decision, utilize and complete contractor certification form, notification of contract request to DEED, authorize field administrator to start project, final labor standards, verification of grant funds, verification of property within target location
Non Davis Bacon Activities	Verification of property within target area, file creation
Monthly Field Report	Collect monthly reports from field administrators, determine concerns, update board planner update, file
Fair Housing Activity	verify activity in community, document, file
Quarterly Budget Mtg	run budget report, analyze, verify upcoming activity, update budget
Disbursements	Print requests from field administration, verify eligibility, completed DEED form, file, send to DEED and community, coding, cut checks, file, send copies to community
Annual Report	Collect field admin info, input data, connect with communities to determine program income reporting
Progress Report	Collect field admin info, input data, submit to DEED
Additional Tasks	Coordination with communities, field administration, publications, updates, additional financial hours, etc
Total Hours	

Project/Program Title: Milan SCDP Administration-Year 2
Project Manager: Laura Ostlie
Strategic Direction Category: Core Services
CEDS Cornerstone: Economic Competitiveness

Scope of Work (what)	Tasks
Davis Bacon Activities	Mail out interviews, onsite interviews, payroll, precon mtgs, file audits, contractor inquiries, field administration notifications, verification of wage decision, utilize and complete contractor certification form, notification of contract request to DEED, authorize field administrator to start project, final labor standards, verification of grant funds, verification of property within target location
Non Davis Bacon Activities	Verification of property within target area, file creation
Monthly Field Report	Collect monthly reports from field administrators, determine concerns, update board planner update, file
Fair Housing Activity	verify activity in community, document, file
Quarterly Budget Mtg	run budget report, analyze, verify upcoming activity, update budget
Disbursements	Print requests from field administration, verify eligibility, completed DEED form, file, send to DEED and community, coding, cut checks, file, send copies to community
Annual Report	Collect field admin info, input data, connect with communities to determine program income reporting
Progress Report	Collect field admin info, input data, submit to DEED
Additional Tasks	Coordination with communities, field administration, publications, updates, additional financial hours, etc
Total Hours	

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 23, 2020
RE: Annual Meeting

Staff have been discussing the options for an annual meeting. Jackie is polling all board members in hopes of getting feedback on the intent to attend a meeting in person or if we should plan on a virtual meeting in July.

If we have a meeting in person, I am planning a meeting in Madison. We can see a few projects in person and talk about other projects we have been working on in the area in recent years. Since our board is so large and when you add in staff, we need to find a location that can appropriately host our entire group using social distancing guidelines. This is no small feat. We are also checking on the process and rules to serve a meal, taking into account the current health guidelines.

My hope is to share more about what we have heard from board members at next weeks meeting and to decide if we should plan an in person or virtual meeting.

ACTION REQUESTED

Review and discuss options for the format of our July 28 RDC Annual Meeting.

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission

via ZOOM Communication

May 26, 2020

As Executive Director of the UMRDC I am declaring a local emergency which makes in person meetings not feasible due to the COVID pandemic. The UMRDC will host its May meeting virtually with members participating by electronic means and or by phone.

It is not feasible for the public to observe the meeting in our regular meeting location at the Appleton Civic Center and it is not feasible for a member of the UMRDC to be present at the regular meeting location to facilitate the public's access. Members of the public can utilize a call-in number 1.312.626.6799 -mtg ID 832 8603 4031 to listen to the meeting and can participate during the citizen comment period.

Board Members Present: Diane Kepner, Gary Johnson, Jim Schmaedeka, Lucas Olson, Mark Bourne, Gene Bies, Dawn Regnier, Jim Curtiss, Gene Stengel, Rusty Dimberg, Gary Hendrickx, Brett Buer, Roy Marihart, Carrie Bendix, Jay Backer, Jim Dahlvang, Michele Backer, Bill McGeary

Board Members Absent: Jeff Olson, Warren Rau, Chuck Swanson

Guests: none

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

Call to Order

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

Approve Agenda/Additions

M/S/P – Mark Bourne, Jim Dahlvang made motion to approve the agenda with an addition to 1a. Stoney Ridge Foods. Roll call was taken.

Round Robin Discussion:

- *Gary Hendrickx, Swift County:* Courthouse planning to open July 6th. Rethinking office space for human services staff.
- *Jay, Big Stone County:* passed
- *Gary Johnson, Yellow Medicine County:* Courthouse is opening June 1st. Staff will be coming back gradually. Recycling center will be temporarily moving to county highway shop.
- *Rusty, Big Stone County Townships:* Survey work is being done on Hwy 12. New infrastructure going in around school.
- *Brett, Dawson/Boyd Schools:* Online learning went well. Reopening bids for school project
- *James, Chippewa County Townships:* passed

- *Jim, Chippewa County*: Courthouse will remain closed and by appt only. No furloughs of employees. Open positions-HR and Hwy Engineer.
- *Mark, LqP County Townships*: passed
- *Jeff, LqP County Municipalities*: absent
- *Warren, Swift County Townships*: absent
- *Roy, LqP County*: passed
- *Gene Stengel, Yellow Medicine County Townships*: Hwy 23 detour has begun-14 mile detour.
- *Diane, Prairie Five CAC, Inc*: City buses will start running June 1st at no charge. Second Harvest coming out with food truck within next couple of weeks. Many meals are being made and distributed.
- *Gene Bies, Yellow Medicine County Municipalities*: Infrastructure project moving along well.
- *Bill McGeary, Benson Schools*: distant learning went well. Construction project on school began May 15th. Graduation planned for 5/29 at swimming pool parking lot. Emergency management has been very busy with PPE disbursements, and keeping updated by different entities.
- *Lucas Olson, Swift County Municipalities*: passed
- *Dawn R, MnWest Community & Technical College*: Virtual graduation was held on 5/15 for over 630 students. Opening things up in compliance with the CDC – staff coming back slowly. Prospective student tours are beginning.
- *Carrie, Private Industry Council*: Over 11,000 unemployment claims in 14-county region.
- *Jim C, Chippewa County Municipalities*: passed
- *Chuck, Upper Sioux Community*: absent
- *Michele, Big Stone County Municipalities*: upgrades to streets is nearly complete
- *Kristi, UMVDC*: The Prairie Five board made the decision to put the RTCC project on hold for now – more details on how and when this project will move forward will be made at a later time.

1. **Action Items**

a. Falls Café and Canoe

Jessica Gorman has requested a loan to assist in the purchase of her new business which will be located in Granite Falls. The loan will provide for the equipment and inventory purchase for the business.

M/S/P – Jay Backer, Brett Buer made motion to approve the \$15,100 loan request at 5% for 5 years from the original fund. Roll call was taken.

Stoney Ridge Foods

The owners of Stoney Ridge Foods, Inc have made a change to their loan for a lower interest rate. The only change for the UMVRDC is that we will have a shared 3rd position.

M/S/P – Gary Hendrickx, Bill McGeary made motion to approve the change to the Stoney Ridge Foods, Inc. loan request. Roll call was taken.

b. Temporary Staffing Adjustment

The Executive Director is recommending a monthly increase of compensation to Melissa Streich for taking on a direct supervisory responsibility, which is a task above her current job description. This will remain in place until the analysis of her position is completed as part of the compensation and structure analysis.

M/S/P – Rusty Dimberg, Gene Stengel made motion to approve the temporary additional compensation to Melissa Streich for taking on a direct supervisory responsibility. The \$2500 annually prorated per pay period. Opposing: Jim Dahlvang and Jim Schmaedeka. Roll call was taken.

c. MVRRA EDA Grant Letter of Support

The Minnesota Valley Regional Rail Authority (MVRRA) has prepared a list of potential projects for consideration of an EDA grant. The Yellow Medicine County portion extends through the communities of Echo, Wood Lake and Hanley Falls. The project would be upgrading and replacing three bridges on the rail line. Mid-Minnesota RDC and East Central RDC are coordinating the project grant application(s).

M/S/P – Carrie Bendix, Mark Bourne made motion to approve a letter of support for the MVRRA Project EDA grant. Roll call was taken.

d. CARES Act Supplemental EDA Award

As part of the Coronavirus Aid, Relief, and Economic Security Act, the EDA is inviting the UMVRDC to apply for a supplemental financial assistance award of up to \$400,000 over a 24-monthly period to implement a predefined scope of work.

M/S/P – Jim Dahlvang, Rusty Dimberg made motion to approve the application submission for a CARES Act Supplemental EDA Award. Roll call was taken.

e. CARES Act Supplemental EDA RLF Award

As part of the Coronavirus Aid, Relief, and Economic Security Act, the EDA is inviting the UMVRDC to apply for a single supplemental financial assistance award of two components: 1. Up to \$1,720,000 to capitalize a new RLF to alleviate sudden and severe economic dislocation caused by the COVID-19 pandemic and 2. Up to an additional ten percent (\$172,000 to defray administration costs necessary to establish the new RLF. There is no match for these funds, which will be available in August.

M/S/P – Gary Hendrickx, Bill McGeary made motion to approve the application submission for a CARES Act Supplemental EDA RLF Award. Roll call was taken.

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. COVID-19 Impacts – The team has been working remotely for 8 weeks and will continue for now. Will continue to monitor the return-to-work process as we learn more about our office building and the guidelines from the State.
- e. Annual Meeting – Ideas and suggestions are being considered as we look forward to the July meeting. The normal regional tour will not take place.

3. Discussion Items

a. FY21 Workplan

Project ideas that are being implemented were shared and the draft workplans for these projects were presented. The discussion was on the projects that fall into the Regional Trend and Issues and New Initiative strategic directions for FY21.

M/S/P – Brett Buer, Michele Backer made motion to approve and move forward with the Regional Trend and New Initiative project ideas and authorization to finalize the workplans as part of our FY21 strategic plan. Roll call was taken.

4. Consent Agenda

- a. Board of Director's March Meeting Minutes
- b. March and April 2020 Treasurer's Report and Board Payment Listings
- c. April RLF Treasurer's Report
- d. Vivid Image Service Contract
- e. Benson Business Support Contract
- f. Montevideo Grant Writing
- g. Byway Tear Map Subcontract
- h. Clarkfield SCDP Project Income Administration Contract

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

- Approval of the BOD minutes from March 2020
- Approval of the March and April 2020 Treasurer's Report and Board Payment Listings 21008-21054 and all ACHs transactions
- Approval of the April RLF treasurer's report
- Approval of the Vivid Image Pre-Paid Block Hours Contract for \$6000, \$3500 FY20 budget and \$2500 will be FY21 budget
- Authorization to sign the economic recovery coordination contract with the City of Benson EDA
- Authorization to sign the contract with the City of Montevideo EDA for a grant application to the USDA for Community Facilities Technical Assistance and Training for the former Chippewa Bank Building
- Authorization to sign the \$10,000 subcontract agreement with mapformation for a Tear Map, which covers the middle section of the byway
- Approval to sign the contract with the City of Clarkfield to administer their SCDP project income

The June 23rd board meeting will be held via ZOOM.

Adjournment

Motion made by Rusty Dimberg, Jim Curtiss at 8:30pm. 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: June 23, 2020
RE: May 2020 Treasurer's Reports & Payment Listing

Attached is the treasurer's report for May 2020. 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 months of May 2020.

I also have prepared a FY20 budget revision. I am anticipating the year ending with a slight surplus.

ACTION REQUESTED:

For the Commission to approve the May Treasurer's Report, and Board Payment Listing with all checks (check # 21055–21078) and all ACH transactions.

May					
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
	FY20	Current	YR-To-DT	Percent	
	Revised Budget	May	May	of Budget	
Agency Revenues					
Interest	6,500	28	9,405	145%	
Levy	321,500	21,393	175,205	54%	
Potential HH Grants \$20,000 - will reduce levy as awarded	-		-		
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)		
Transportation	(13,235)		(13,235)		
Potential grant match	(10,000)		-		
			-		
Miscellaneous	5,000		4,017	80%	
			-		
Ongoing Program Revenue					
			-		
EDA Planning Grant	70,000		52,500		
Meander	36,500		46,286		
Prairie Waters / Get Rural (\$20,000 FY20 Match)	157,935		139,541	88%	
Revolving Loan Fund Admin (Includes 10,000 FY 20 Match)	45,000		7,231	16%	
Transportation Planning Grant 20 (Includes 13,235 FY20 Match)	88,235	37,500	88,235	100%	
			-		
Local Contract Revenue					
			-		
New Contracts needed					
	-		-		
Technical Assistance					
	41,185		-		
Appleton MNHS Byway Tear Map	10,000	8,000	8,000		
Benson Economic Recovery	9,000		5,000		
Benson TA Contract	45,153	21,652	41,314	91%	
Blandin IT Connect	1,559		1,559	100%	
Dawson MHS Roof Replacement	1,600		-	0%	
Granite Falls Memorial Park	5,240		556	11%	
Hazard Mitigation - Swift & LQP	7,662	7,662	7,662	100%	
Kerkhoven Comp plan (Includes \$5,000 FY19 HH)	12,120	4,544	6,804	56%	
Maccray Safe Routes to School	26,799	22,876	22,876	85%	
Madison Public Arts Biome	3,200	1,520	2,665	83%	
Maynard Museum	4,400	1,894	1,894	43%	
Milan TA	417		1,926	462%	
Monte Arts - North Staircase Implementation	1,680		1,701	101%	
Monte USDA Feasibility Study	5,000		5,000		
RTCC	35,000	2,480	23,088	66%	
Swift childcare case studies	5,000		5,000	100%	
Swift County OHV - Master Park Plan	8,450		5,000	59%	
SWRSDP Developable Properties	6,725		6,725	100%	
			-		
Grant Writing and Administration					
			-		
Appleton RLF Admin	2,100		-	0%	
Benson EDA Grant App	10,560	5,280	5,280		
Browns Valley Flood Recovery	2,325		-	0%	
Dawson EDA RDGB grant writing	3,580	2,500	3,548	99%	
Clara City DEED Redevelopment Grant	2,500	2,500	2,500	100%	
Dawson Library FY19 (Includes \$2,150 FY19 HH)	3,160		1,902	60%	
Granite Falls Tap Application (\$4,000 FY20 HH)	8,000	4,000	8,000	100%	
LQP County Park Grant # 2	4,560		1,349	30%	
LQP RLF Admin	2,100		-	0%	
LQP SRTS Engineering Grant	2,000	1,000	2,000	100%	
SCDP Admin - Benson	10,000		-	0%	
SCDP Admin - Canby	10,500		-	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	9,500		-	0%	
SCDP - App Appleton (\$5,000 FY20 HH)	10,000	1,500	10,000	100%	
SCDP - App Clara City (\$5,000 FY20 HH)	10,000	1,500	10,000	100%	
Total Revenue	1,022,848	147,829	667,302	65%	
Pass-Thru Revenue (not included above)			682,590		

	FY20 Budget			
Expenses				
Salaries/Fringe	769,938	73,688	717,683	93%
Commissioner's Expense			-	
Per Diem / FICA	10,765		7,598	71%
Public Officials Ins.	3,500		3,388	97%
Meeting Expense	1,500		1,692	113%
Travel C&C	6,500		6,453	99%
Training	3,235		-	0%
Audit	14,000		13,850	99%
Contract for Services			-	
Eagle Eye Photography - Get Rural	2,500		-	0%
Vivid Marketing - Get Rural	1,000	1,000	1,000	100%
CST Students - Get Rural	1,750		1,263	72%
CST Students - General	5,000		-	
Strategic Planning	2,850		4,026	141%
Additional Contract work	3,000		500	17%
Computer Technical Assistance	8,000		7,538	94%
Virtual Server	4,000		-	0%
Copy Charge/xerox lease	4,000	315	3,437	86%
Depreciation	3,000	436	3,351	112%
Dues / memberships	3,000	16	4,164	139%
Insurance	1,300		51	4%
Legal Fees	2,000	187	2,886	144%
Miscellaneous	1,000	20	1,980	198%
Office Rent	12,210	1,017	12,200	100%
Postage	3,500	(5)	2,389	68%
Printing/Advertising	4,500		2,149	48%
RDC Marketing Item	2,000		496	25%
Registration/Conference	4,000	790	5,225	131%
Repairs/Maintenance	1,000		525	53%
Software GMS/GIS/General	8,650	75	4,691	54%
Sub./Publications	2,000	286	2,224	111%
Supplies	4,500	157	3,710	82%
Telephone/Internet	8,000	485	6,416	80%
Staff Expense			-	
Travel	30,000		17,354	58%
Morale	2,000		-	0%
Wellness	2,000	10	1,365	68%
Web Hosting/Maintenance	3,500	2,650	3,757	107%
Pass Thru Activity			-	
Meander	23,000		15,779	69%
Prairie Waters Ads	16,000		16,917	106%
Total Expenses	978,698	81,128	876,057	90%
EXCESS REV. OVER EXP.	44,150	66,701	(208,754)	
General Checking	\$ 176,038			
Money Market	\$ 22			
Certificate of Deposit	\$ 358,720			
RLF Savings	\$ 576,561			
Agency Auto	\$ 46,234			
Equipment Fund	\$ 15,908			
UMVRDC Secretary/Treasurer	Date	UMVRDC Executive Director		Date

May 2020 Check/ACH Listing

Check#	Check Date	Vendor Name	Check Amount	Description
21055	05/06/2020	CJ Thorson	7,400.00	benson: 1440 20th St SE
21056	05/06/2020	Andrew Bouta	7,446.00	benson: 1230 atlantic ave
21057	05/06/2020	CULLIGAN WATER CONDITIONING	10.00	cooler rent
21058	05/06/2020	DONS FOOD PRIDE	44.74	supplies
21059	05/06/2020	Dyrdahl Lumber Co.	16,078.00	clarkfield: 1221 14th St
21060	05/06/2020	E&M Electric, LLP	869.00	benson: 909 13th St N
21061	05/06/2020	MN PEIP	7,676.12	May coverage
21062	05/06/2020	Schlenner Construction	3,434.00	clarkfield: 1024 10th ave
21063	05/06/2020	Vivid Image, Inc.	6,000.00	block plan
21063	05/06/2020	Vivid Image, Inc.	150.00	support
21064	05/06/2020	Western Guard	5.00	e-edition
21065	05/06/2020	Xerox Corporation	315.28	base charge
21066	05/20/2020	DAWSON SENTINEL	81.00	2-year subscription
21067	05/20/2020	Hometown Flooring & Blinds	2,175.00	benson: 1530 Utah Ave
21068	05/20/2020	Independent	200.20	1-year subscription
21069	05/20/2020	Mike Evenson	9,990.00	benson: 1530 utah ave
21070	05/20/2020	MN PEIP	7,676.12	June coverage
21071	05/20/2020	NCPERS Group Life Ins	16.00	add'l life ins
21072	05/20/2020	Pemberton, Sorlie, Rufer & Kershner, PLLP	187.00	legal services
21073	05/27/2020	Chase Card Services	5,130.17	dh: computers/supplies
21073	05/27/2020	Chase Card Services	790.00	jh: training
21073	05/27/2020	Chase Card Services	7.47	kb: thermometer
21073	05/27/2020	Chase Card Services	94.99	mm: onstar/gms
21073	05/27/2020	Chase Card Services	20.00	ucc
21073	05/27/2020	Chase Card Services	16.02	zoom monthly fee
21074	05/27/2020	CITY OF APPLETON	1,016.67	june rent
21075	05/27/2020	Dyrdahl Lumber Co.	10,922.00	gf: 195 7th ave
21076	05/27/2020	Hawleys Inc.	3,091.00	benson: 1530 utah ave
21077	05/27/2020	Scarcely Ltd.	450.00	gf: 455 11th ave
21077	05/27/2020	Scarcely Ltd.	450.00	gf: 660 10th ave
21077	05/27/2020	Scarcely Ltd.	450.00	gf: 965 10th ave
21078	05/27/2020	SWIFT COUNTY HRA	9,000.00	admin: 11/19-4/20
ACH	05/05/2020	Federated Telephone, Inc	348.52	Telephone/Internet
ACH	05/05/2020	Delta Dental	867.75	Dental Insurance
ACH	05/05/2020	MN State Retirement System	764.00	Staff PR Deferred comp
ACH	05/05/2020	Internal Revenue Service	4,989.81	UMVRDC Staff PR taxes
ACH	05/05/2020	State of Minnesota	777.00	Staff State taxes
Direct Deposit	05/05/2020	PSB-Upper MN Valley RDC - Staff PR	16,213.73	Staff Payroll
ACH	05/05/2020	Public Employees Retirement Assoc	3,526.94	Staff PR PERA
ACH	05/20/2020	Internal Revenue Service	5,142.83	UMVRDC Staff PR taxes
ACH	05/20/2020	State of Minnesota	777.00	Staff State Taxes
ACH	05/20/2020	MN State Retirement System	764.00	Staff PR Deferred comp
ACH	05/20/2020	Public Employees Retirement Assoc	3,526.94	Staff PR PERA
ACH	05/05/2020	Further Select Account	1,641.65	Staff PR HSA
ACH	05/20/2020	Further Select Account	1,641.65	Staff PR HSA
Direct Deposit	05/20/2020	PSB-Upper MN Valley RDC - Staff PR	16,330.24	Staff Payroll
ACH	05/22/2020	AFLAC	37.58	May coverage
ACH	05/31/2020	Prairie Sun Bank	28.00	direct deposit fee
ACH	05/06/2020	Further Select Account	22.50	admin fee
ACH	05/29/2020	Further Select Account	2,581.25	Medical Flex
			<u>161,173.17</u>	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: June 23, 2020
RE: RLF Treasurer's Report

Financial information presented in this report is separated into the two RLF loan fund pools the UMRDC 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.

May 2020 Transaction Notes:

- R&R Outdoors-Default
- After Five Supper Club-Deferred
- Appleton Power-Deferred
- Barr's/Conroy Electric, Inc-Deferred
- Clara City Foods, Inc-Deferred
- Clarkfield Enterprises, Inc-Deferred
- Granite Falls Dairy Queen, Inc-Deferred
- GoFasters Powersports & Marine-Deferred
- Handeland Chiropractic, LLC-Deferred
- Headquarters Bar & Grill-Deferred
- Jamers 1 Stop-Deferred
- Krave Wellness Studio-Deferred
- Lumpy's Inc-Deferred
- Northern Geo-Deferred
- SEWearable Designs-Deferred
- The Dryer Doctors-Deferred
- Trish's Catering-Deferred

ACTION REQUESTED:

To approve the UMRDC's May 2020 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: *\$246,148.15 (Original RLF) and \$77,313.20 (Disaster RLF).*

May 2020 RLF TREASURER'S REPORT

	Terms				Reporting Transactions				
	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Loan Closed	Notes	May Payments	Original RLF Balance at 5/31/20	Disaster RLF Balance at 5/31/20
1 After Five Supper Club	40,000		5.00%	5	9/14/2018	Deferred	\$ -	\$ 37,492.18	
2 Al's Mercantile	50,000		5.00%	10	1/21/2011		\$ 538.82	\$ 3,708.55	
3 Anderson TeBeest Funeral Home	69,720		4.50%	7	3/29/2018		\$ 970.12	\$ 51,244.29	
4 Appleton Power	40,000		4.00%	10	11/1/2018	Deferred	\$ -	\$ 35,965.88	
5 Barr's/Conroy Electric, Inc.	46,000		4.00%	10	1/5/2012	Deferred	\$ -	\$ 10,584.36	
6 BK Bar & Grill	40,000		5.50%	10	10/5/2018		\$ 435.11	\$ 35,479.20	
7 Books by Kelly	20,000		5.00%	5	7/31/2010		\$ 121.69	\$ 6,379.22	
8 Clara City Foods, Inc	100,000	100,000	4.00%	10	4/8/2016	Deferred	\$ -	\$ 65,395.87	\$ 65,395.87
9 Clarkfield Enterprises, Inc	60,000		4.50%	7	11/1/2017	Deferred	\$ -	\$ 42,171.96	
10 DoMat's	100,000		4.00%	10	8/29/2016		\$ 1,013.45	\$ 67,910.68	
11 Granite Falls Dairy Queen, Inc	100,000		4.00%	10	4/25/2012	Deferred	\$ -	\$ 25,296.97	
12 GoFasters Powersports & Marine	50,000	50,000	5.00%	15	6/14/2019	Deferred	\$ -	\$ 48,613.28	\$ 48,613.28
13 Handeland Chiropractic, LLC	33,000		5.00%	10	1/5/2011	Deferred	\$ -	\$ 3,225.24	
14 Headquarters Bar & Grill		90,000	5.50%	10	10/26/2018	Deferred	\$ -		\$ 80,746.85
15 Jammers 1 Stop		20,000	4.50%	5	3/1/2018	Deferred	\$ -		\$ 12,577.01
16 KEC of Granite Falls DBA Picht's	50,000		4.00%	10	5/26/2016		\$ 507.23	\$ 32,751.13	
17 Krave Wellness Studio	26,000		5.00%	5	7/24/2019	Deferred	\$ -	\$ 23,323.50	
18 Lumpy's Inc.	30,000		5.00%	5	12/14/2017	Deferred	\$ -	\$ 17,393.01	
19 Merritt Construction, Inc.	10,000		4.50%	12	7/11/2012		\$ 104.64	\$ 2,656.29	
20 Northern Geo, LLC	50,000	100,000	4.00%	10	2/27/2014	Deferred	\$ -	\$ 23,187.07	\$ 46,374.15
21 Northern Geo, LLC (2)	60,000	20,000	4.25%	10	1/6/2017	Deferred	\$ -	\$ 43,650.97	\$ 14,550.32
22 R&R Outdoors	11,000		4.00%	10	8/23/2013	Default	\$ -	\$ 7,537.20	
23 SEWearable Designs (2)	27,250		4.50%	10	2/14/2017	Deferred	\$ -	\$ 20,275.50	
24 Streblow Family Enterprise dba Carl's Bakery		50,000	5.00%	10	8/30/2019	Deferred	\$ -		\$ 48,163.34
25 The Dryer Doctors	34,000		4.50%	10	8/14/2017	Deferred	\$ -	\$ 26,634.14	
26 The Dryer Doctors (2)	28,000		4.50%	10	7/31/2019	Deferred	\$ -	\$ 26,749.40	
27 The Sawmill	50,000		4.00%	10	3/31/2010		\$ 203.81	\$ 23,088.76	
28 Trish's Catering	38,000		4.25%	10	5/31/2017	Deferred	\$ -	\$ 29,181.48	
29 Western Consolidated Cooperative	100,000	100,000	4.25%	10	10/24/2017		\$ 2,049.75	\$ 77,967.27	\$ 77,967.27
	1,262,970	530,000					\$ 5,944.62	\$ 787,863.40	\$ 394,388.09

Balance of Bank Accounts			
Total Original RLF Funds:	1,237,111.55	Total Disaster RLF Funds:	521,701.29
Previous month's bank balance	444,233.08	Previous month's Bank Balance	126,261.52
Loan Repayment	4,919.76	Loan Repayment	1,024.87
Loan Disbursement	-	Loan Disbursement	-
May 2020 - Bank Interest	95.31	May 2020 Bank Interest	26.81
Admin Transfer -	-	Admin Transfer	-
Origination or Loan Payoff Fees	-	Origination or Loan Payoff Fees -	-
Bank Account Balance at 5/31/2020	449,248.15	Bank Account Balance 5/31/2020	127,313.20
Stony Ridge Foods	(150,000.00)	Stony Ridge Foods	(50,000.00)
Korthuis Jewelry	(38,000.00)		
Falls Café and Canoe	(15,100.00)		
Balance available for lending	\$ 246,148.15	Balance available for lending	\$ 77,313.20

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

Date

Date

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 23, 2020
RE: FY21 Hedgehog Fund

The budget committee recommended we include \$20,000 from our FY21 general levy for the purpose of the Hedgehog fund. The budget committee also asked staff to come up with a new name for the fund. Starting in FY21 we will call the fund the UMVRDC Local Assistance Fund.

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. **Not all the work we do is eligible for the grants.** We wanted to strategically use the money to leverage types of work that would align us to gain more work out of the original investment. (ie: subsidizing the writing of a SCDP grants and if it is successful; we would receive additional funds for the administration of the grant) Comprehensive plans were another area of focus for these grant funds but not many communities spending money (20k – 40k for full plan) on these types of projects given the current economic times so we have been working on smaller topics of a full blown comprehensive plan. For the most part the same goes for strategic planning since it goes hand in hand with comprehensive planning. We could encourage communities not doing planning to at least consider updating their community goals and action steps with a pared down strategic planning session.

Our priorities for the funds have stayed the same since we initiated the fund and I believe they still remain relevant:

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.

In FY 2019 we have subsidized the following work:

- \$5,000 Canby SCDP Grant Application (\$10,000)
- \$5,000 Kerkhoven Comprehensive Plan (\$20,400)
- \$1,250 Granite Falls Redevelopment Grant Writing (\$2,500)

- \$2,150 Dawson MHS Grant Writing (\$4,300)
- \$1,500 Watson SCDP Grant Writing (\$7,000)
- \$750 MACCRAY SR2S Grant Writing (\$1,500)
- \$3,700 LQP County Park Grant Writing (\$7,400)

We have used \$19,350 to leverage an additional \$33,750 in new revenue.

In FY 2020 we have subsidized the following work:

- \$5,000 Clara City SCDP Grant Application (\$10,000)
- \$5,000 Appleton SCDP Grant Application (\$10,000)
- \$5,000 Swift County OHV Master Plan Development (\$25,000)
- \$4,000 Granite Falls Transportation Alternative Grant Writing (\$8,000)
- \$1,000 LqPV School District Safe Routes Engineering Grant Writing (\$2,000)

We have used \$20,000 to leverage an additional \$35,000 in new revenue.

ACTION REQUESTED:

Approve the Budget Committee's recommendation of \$20,000 from the FY21 levy for the UMRDC Local Assistance Fund.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: June 23, 2020
RE: FY20 Fund Balance Schedule/Policy/Resolution

A requirement of GASB #54 is that the attached policy and fund balance schedule be reviewed each year to ensure that there are sufficient unassigned general fund dollars. A copy of the policy and resolution is enclosed for your review and approval. Also, for your review is a copy of the draft FY21 Fund Balance Schedule as a comparison to the FY20 schedule.

ACTION REQUESTED:

For the Commission to approve the existing Governmental Accounting Standards Board (GASB 54) policy with no changes; the FY20 Fund Balance Schedule as presented with the FY21 draft with comparison to FY20.

For the Co GASB 54 Fund Designation Policy

PURPOSE

The purpose of this policy is to establish new fund balance classifications to allow for more useful fund balance reporting in compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB), to ensure the financial stability of the Upper Minnesota Valley Regional Development Commission (UMVRDC), and to provide a reserve enabling the UMVRDC to deal with unforeseen budget expenditures and revenue shortfalls.

GENERAL STATEMENT OF POLICY

The policy of the UMVRDC is to classify its fund balances based on the nature of the particular net resources reported by the UMVRDC. Fund Balance categories will be identified according to the guidelines in Governmental Accounting Standards Board (GASB) Statement No. 54. Fund Balance categories will include Non-spendable, Restricted, Committed, Assigned and Unassigned.

DEFINITIONS

- A. **Non-spendable Fund Balance** – represents amounts that are not in a spendable form - such as Inventory, Postage, Prepaid Expenses, Accrued Interest Receivable, Taxes Receivable, and Fixed Assets.
- B. **Restricted Fund Balance** – represents amounts that can be spent for only the specific purposes stipulated by constitution, external resource providers, or through enabling legislation- such as grants, pass-through funds etc. Restrictions may be changed or lifted only with the consent of the resource provider.
- C. **Committed Fund Balance** – represents amounts that can only be used for the specific purposes determined by the UMVRDC Board. It requires formal action by the UMVRDC Board to remove or change the constraints placed on these resources - such as amounts committed for vacation, unemployment claims, and the medical reimbursement plan.
- D. **Assigned Fund Balance** – represents amounts assigned by the UMVRDC for a specific purpose determined by the UMVRDC Board. Including but not limited to: between tax settlements; matching contribution; and
- E. **Unassigned Fund Balance** – represents resources available to meet current and future years' expenditures - such as the general fund balance.

ORDER OF RESOURCE USE

UMVRDC hereby establishes the following order for resource use: Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance. Journal entries at the end of the fiscal year may be used to accomplish this.

COMMITTING FUND BALANCE

A majority vote of the Commission is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

ASSIGNING FUND BALANCE

UMVRDC Board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. Requested changes in assignments must be presented to the UMVRDC Board prior to any change in the designation of funds.

The Commission will endeavor to assign at least 25% of the UMVRDC's General Fund operating budget, excluding those accounts associated within the restricted category. Amounts reported as assigned should not result in a deficit in the unassigned fund balance.

Use of an existing fund balance to eliminate a budgetary deficit in the subsequent year's budget satisfies the criteria to be classified as an assignment of fund balance. The amount assigned cannot be greater than the budget deficit.

REVIEW

Upon completion of the audit, Commission will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level to determine if further action is required.

Chairman (UMVRDC)

Date

ATTEST: _____
Executive Director (UMVRDC)

Date



Upper Minnesota Valley
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**RESOLUTION
 20-03
 for FY20 Fund Balance
 Governmental Accounting Standards Board (GASB) 54 Regulations
 June 23, 2020**

WHEREAS, the Governmental Accounting Standards Board (GASB) has implemented GASB 54 to establish a new fund balance classification system; and

WHEREAS, the Upper Minnesota Valley Regional Development Commission (UMVRDC) needs to provide a reserve enabling the UMVRDC to deal with unforeseen budget expenditures and revenue shortfalls; and

WHEREAS, the UMVRDC needs to establish a process for designating funds; and

WHEREAS, the following categories will be used in classifying funds according to the definitions;

- A. **Non-spendable Fund Balance** – including but not limited to: Prepaid Expenses, Postage, Accrued Interest Receivable, Taxes Receivable, Inventory, Fixed Assets; and
- B. **Restricted Fund Balance** – represents amounts that can be spent for only the specific purposes stipulated by constitution, external resource providers, or through enabling legislation such as Revolving Loan Fund (RLF) amount for relending; Byway Savings. Any change in use requires formal action by the resource provider; and
- C. **Committed Fund Balance** – represents amounts committed for specific purposes determined by the UMVRDC Board. It requires formal action by the UMVRDC Board to remove or change the constraints placed on these resources. Including but not limited to: Committed for vacation; sick; unemployment; medical reimbursement allocation; flex account; and
- D. **Assigned Fund Balance** – represents amounts assigned by the UMVRDC for a specific purpose determined by the UMVRDC Board. Including but not limited to: between tax settlement; matching requirements; and
- E. **Unassigned Fund Balance** – represents resources available to meet current and future years’ expenditures – general fund balance; and

BE IT RESOLVED, that the UMVRDC Board will assign fund balances as needed. Requested changes in assignments must be presented to the UMVRDC Board prior to any change in the designation of funds; and

ALSO, BE IT RESOLVED, that the following order for resource use will be followed: restricted funds, committed funds, assigned funds and unassigned funds; and

ALSO, BE IT RESOLVED, that the UMVRDC Board will conduct an annual review of the sufficiency of the above listed designations.

 UMVRDC Representative

 Date

ATTEST: _____
 Executive Director (UMVRDC)

 Date

**Upper MN Valley Regional Development Commission
 FY20 and FY21
 FUND BALANCE DESIGNATION SCHEDULE
 6/23/2020**

FY20 Schedule Non-Spendable	Proposed FY21 Schedule Non-Spendable
Inventory Prepays	Inventory Prepays
Restricted	Restricted
Revolving Loan Fund - (for relending) Scenic Byway Savings	Revolving Loan Fund - (for relending) Scenic Byway Savings
Committed	Committed
* Sick Leave Designation	Sick Leave Designation
** Vacation Designation	Vacation Designation
Unemployment Designation (\$10,000)	Unemployment Designation (\$10,000)
*** Medical HSA Allocation (\$22,400)	Medical HSA Allocation (\$22,400)
Flex Account	Flex Account
Assigned	Assigned
Between Tax Settlements (\$100,000)	Between Tax Settlements (\$100,000)
Matching Requirements	Matching Requirements
Unassigned	Unassigned
Fund Balance	Fund Balance

Gary Johnson
UMVRDC Chairman - Date

Dawn Hegland
UMVRDC Executive Director - Date

* The sick leave fund will be adjusted at the end of the year by taking the applicable rate of the year end accrual listed in the year to date cost allocation report.

** The annual leave fund will be adjusted at the end of the year by the amount listed in the year to date cost allocation report.

*** Medical HSA Allocation is \$1,600/year per employee single - \$3,200 year family

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 23, 2020

RE: Technical Assistance Rate

In our practices we determined it was prudent to review our technical assistance rate each year during budget discussions. I did some research with other RDCs to see what they are charging, and I reviewed our costs and that information is shown below.

Region Warren	\$70-75/hr (subsidizes with free hours)
Region 2 Bemidji	\$60-110/hr based on actual staff assigned
Region 3 Duluth	\$36-105/hr. (uses actual wages + fringe + indirect)
WCI Fergus Falls	Doesn't do hourly contract work
Region 5 Staples	\$75/hr.
Region 6E Willmar	\$85/hr. may choose to subsidize hourly cost when bidding on projects
Region 6W Appleton	\$80/hr in region/\$85 out of region
Region 7E Mora	\$75/hr.
Region 8 Slayton	\$32 for admin, \$60 for finance, \$90 for planner, \$120 for Director
Region 9 Mankato	\$75-100/hr.

- Most of the RDCs' indicated that they base their hourly rate on salaries, fringe benefits and indirect costs for staff.
- Several of the RDCs vary their contract rate based on who works on the project.
- Since June 2018 our rate has been \$80/hr. for technical assistance within the 5-country region and \$90/hour for projects outside of the region.
- We increased our rate in July 2018 from \$75 to \$80/hour.
- Our **average** projected FY21 cost for planners who do our contract work (Kristi, Laura, Chad, Kirk, Melissa, Dawn) is about **\$ 74/hr.** (salary, benefits, indirect costs).
- This amount should be reviewed annually by staff and the Commission Budget Committee and adjusted as needed.

ACTION Requested:

Approve the budget committee's recommendation of keeping our technical rate at \$80 in the region and \$90 outside the region for all new contracts.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Planning Director
DATE: June 23, 2020
RE: Granite Falls Memorial Park GMRPTC Grant Writing

The city of Granite Falls has asked that the UMRDC continue to provide technical assistance for Memorial Park and work on implementation of the master plan as set forth by the Greater Minnesota Regional Parks and Trails through DNR.

This contract will allow the UMRDC to submit a funding request due the end of July, as well as the follow up needed for this funding request. The cost of the contract is \$4,800 and goes through June 30, 2021.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract from \$4,800 with the City of Granite Falls for grant writing for Memorial Park.



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CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF GRANITE FALLS
#FY20-22

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

The purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMRDC to assist the CITY with grant writing and administration for Memorial Park.

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- Appoint a primary contact for this project:
Kristi Fernholz, Planning Director
320-289-1981
kristi.fernholz@umvrdc.org
- Complete FY21 funding request for the next phase of the Memorial Park Implementation to the Greater Minnesota Regional Park and Trail Commission administered through the Department of Natural Resources (DNR)
- Attend up to five (5) meetings and assist with the Memorial Park Implementation Plan

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project:
Crystal Johnson
City Manager
City of Granite Falls
641 Prentice St. Granite Falls, MN 56241
(320) 564-3011 (Office)
(507) 531-0569 (Cell)
Crystal Johnson <crystal.johnson@granitefalls.com>
- B. If needed, pay for all cost related to public hearings and corresponding publications and notifications
- C. Compensate the UMRDC in accordance with Section IV of this Contract
- D. Supply any documents, maps, match commitments, and/or pay for any required landscape architect fees that would be required to complete the grants.

SECTION III. CONTRACT PERIOD

This Contract is effective from June 1, 2020 through June 30, 2021.

The time period for this Contract may be amended as mutually agreed upon in writing by both the UMRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

The cost for this project is as follows:

\$4,800 – Upon the completion of Section 1A: GMRPTC Funding application
Plus related direct charges (mileage, supplies etc)

The CITY agrees to pay a total of \$4,800 plus direct charges for the UMRDC to complete the activities outlined in Section I.

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

In the event 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. Changes in UMRDC Services

In the event 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.

B. Insurance and Liability

To the fullest extent permitted by law, the EDA and UMRDC agree to defend, indemnify and hold harmless the other party and its owners, members, shareholders, officers, directors, board members, contractors, subcontractors, employees, officials, and agents from and against all claims, actions, damages, lawsuits, losses and expenses, including reasonable attorney fees and costs, arising out of a party's negligence or a party's performance or failure to perform its obligations under this Contract- A party's indemnification obligation shall apply to a party's contractor(s), subcontractor(s), or anyone directly employed or hired by a party, or anyone for whose acts a party may be liable. The EDA and UMRDC agree this indemnity obligation shall survive the completion or termination of this Contract.

C. Termination

This agreement may be terminated 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.

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

Authorized Official Name: _____

Signature: _____

Title: _____

Date: _____

UMVRDC Authorized Official Name: Dawn E Hegland

Signature: _____

Title: Executive Director Upper Minnesota Valley Regional Development Commission

Date: _____

Date of UMRDC Board Approval: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Planning Director
DATE: June 23, 2020
RE: Lac qui Parle County Park GMRPTC Grant Writing

The Lac qui Parle County Commissioners have asked the UMRDC for grant writing for the Lac qui Parle County Park to the Greater Minnesota Regional Parks and Trails Commission and the Minnesota Historical Society.

This contract will allow the UMRDC to submit a funding request due the end of July, as well as the follow up needed for this funding request. The cost of the contract is \$4,000 and goes through June 30, 2021.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract from \$4,000 with the Lac qui Parle County for grant writing for the Lac qui Parle County Park.



Upper Minnesota Valley
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CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
LAC QUI PARLE COUNTY
#FY20-23

This Contract for Services is by and between the LAC QUI PARLE COUNTY, MINNESOTA, hereinafter referred to as the COUNTY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMRDC; and

The purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the COUNTY by the UMRDC to assist the COUNTY with grant writing and administration for the Lac qui Parle County Park.

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- Appoint a primary contact for this project:
Kristi Fernholz, Planning Director
320-289-1981
kristi.fernholz@umvrdc.org
- Complete FY21 funding request for the first phase of the Lac qui Parle County Park Implementation to the Greater Minnesota Regional Park and Trail Commission administered through the Department of Natural Resources (DNR)
- Attend up to five (5) meetings and assist with the Lac qui Parle County Implementation Plan

SECTION II. DESCRIPTION OF COUNTY'S RESPONSIBILITIES

The COUNTY agrees to:

- A. Appoint a primary contact for this project:
Name:
Title:
Phone:
Email:
- B. If needed, pay for all cost related to public hearings and corresponding publications and notifications
- C. Compensate the UMRDC in accordance with Section IV of this Contract
- D. Supply any documents, maps, match commitments, and/or pay for any required landscape architect fees that would be required to complete the grants.

SECTION III. CONTRACT PERIOD

This Contract is effective from June 1, 2020 through June 30, 2021.

The time period for this Contract may be amended as mutually agreed upon in writing by both the UMRDC and COUNTY.

SECTION IV. COMPENSATION FOR SERVICES

The cost for this project is as follows:

\$4,000 – Upon the completion of Section 1A: GMRPTC Funding application
Plus related direct charges (mileage, supplies etc)

The COUNTY agrees to pay a total of \$4,000 plus direct charges for the UMRDC to complete the activities outlined in Section I.

The UMRDC will provide the COUNTY with an invoice indicating services provided and the total amount due.

In the event the COUNTY 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 COUNTY. 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 UMRDC Services

In the event the COUNTY 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 COUNTY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

B. Insurance and Liability

To the fullest extent permitted by law, the EDA and UMRDC agree to defend, indemnify and hold harmless the other party and its owners, members, shareholders, officers, directors, board members, contractors, subcontractors, employees, officials, and agents from and against all claims, actions, damages, lawsuits, losses and expenses, including reasonable attorney fees and costs, arising out of a party's negligence or a party's performance or failure to perform its obligations under this Contract. A party's indemnification obligation shall apply to a party's contractor(s), subcontractor(s), or anyone directly employed or hired by a party, or anyone for whose acts a party may be liable. The EDA and UMRDC agree this indemnity obligation shall survive the completion or termination of this Contract.

C. Termination

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

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

D. Severability

Any provision or part of this Contract 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 COUNTY. 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 COUNTY hereby accept this Contract for professional services. The parties hereto have caused this Contract to be duly executed.

Authorized Official Name: _____

Signature: _____

Title: _____

Date: _____

UMVRDC Authorized Official Name: Dawn E Hegland

Signature: _____

Title: Executive Director Upper Minnesota Valley Regional Development Commission

Date: _____

Date of UMRDC Board Approval: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Planning Director

DATE: June 23, 2020

RE: Prairie Five RTCC Contract Extension

Prairie Five Community Action Council, Inc. entered into a Grant Agreement with Minnesota Department of Transportation (MNDOT) for the primary purpose of providing non-operating assistance associated with planning and coordinating activities on July 1, 2019 with grant ending on June 30, 2020.

Prairie Five requested services for the Planning Process for a Regional Transportation Coordinating Council. The Upper Minnesota Valley Regional Development Commission (UMVRDC) was the successful applicant to provide this service. Prairie Five entered into a Professional Services Agreement with the UMVRDC on December 6, 2019.

Prairie Five signed an Amendment #2 on April 9, 2020 with MNDOT to extend the RTCC project until September 30, 2020 due to delay in project completion with COVID19 Pandemic.

Prairie Five would like to extend the Professional Services Agreement with the UMVRDC until September 30, 2020.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached amendment with Prairie Five CAC.

AMENDMENT #1 – 2019 Regional Transportation Coordinating Council (RTCC) Professional Services Agreement between Prairie Five Community Action Agency and Upper Minnesota Valley Regional Development Commission.

Prairie Five Community Action Council, Inc. entered into a Grant Agreement with Minnesota Department of Transportation (MNDOT) for the primary purpose of providing non-operating assistance associated with planning and coordinating activities on July 1, 2019 with grant ending on June 30, 2020.

Prairie Five requested services for the Planning Process for a Regional Transportation Coordinating Council. The Upper Minnesota Valley Regional Development Commission (UMVRDC) was the successful applicant to provide this service. Prairie Five entered into a Professional Services Agreement with the UMVRDC on December 6, 2019.

Prairie Five signed an Amendment #2 on April 9, 2020 with MNDOT to extend the RTCC project until September 30, 2020 due to delay in project completion with COVID19 Pandemic.

Prairie Five would like to extend the Professional Services Agreement with the UMVRDC until September 30, 2020.

The individual signing this Amendment represent and warrant that they have the power and authority to enter this Amendment and bind the Parties for whom they sign.

PRAIRIE FIVE COMMUNITY ACTION AGENCY, INC

**UPPER MINNESOTA VALLEY
REGIONAL
DEVELOPMENT COMMISSION**

Debra J. Larson, Executive Director

Dawn Hegland, Executive Director

DATE

DATE