



BOARD MEETING AGENDA

Annual Meeting
July 28, 2020 - 7:30pm
City of Madison

Call to Order

Pledge of Allegiance

Introductions: Welcome new board candidate Scott Marquardt

Approve Agenda/Additions

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

Open Public Hearing FY21 Work Plan, Budget and Levy

1. Consent Agenda Items

- a. Minutes from June 2020
- b. June 2020 Treasurer's Report and List of Bills
- c. RLF Treasurer's Report
- d. FY21 Fund Balance Schedule/Policy/Resolution
- e. Appleton RLF Administration Contract
- f. Benson SCDP Application Contract
- g. Dawson SCDP Application Contract

2. Information Items

- a. Planner Update
- b. Executive Director's Report
- c. RLF Update
- d. Defederalization of RLFs

Citizen Comments

Close Public Hearing

3. Action Items

- a. Adoption of the FY21 Indirect Cost Plan, Budget, Levy and Workplan
- b. Elect Board of Directors
- c. Elect Officers
- d. Board Membership Appointments
- e. Committee Assignments
- f. Designation of UMRDC Depository
- g. FY21 UMRDC Meeting Schedule
- h. FY20 UMRDC Annual Report
- i. Benson Local Assistance Fund Request
- j. Dawson Local Assistance Fund Request
- k. 2020 RLF Annual Report

Adjournment:

Next Meeting Date: Tuesday, August 25th

UMVRDC Mission Statement

"Enable the region to thrive through assisting local governments."

BOARD MINUTESUpper Minnesota Valley Regional Development Commission

Via ZOOM

June 23, 2020 - 6:30pm

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 June 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.*

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

Board Members Absent: Warren Rau

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

Call to Order

The meeting was called to order at approximately 6:30pm. Roll call was taken during Round Robin.

Approve Agenda/Additions

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

Round Robin Discussion:

- *Gary Hendrickx, Swift County:* Courthouse planning to open July 6th. Developing a housing trust fund to help with housing needs.
- *Jay, Big Stone County:* Working on bringing a Colony Coordinator on as part-time
- *Gary Johnson, Yellow Medicine County:* Courthouse is opening July 6th. One union left for negotiations. Land for sale on former Clarkfield school grounds. Department heads are being asked to cut 4% in their area. Hwy 67 project suggestions from MnDOT are creating a lot of discussion.
- *Rusty, Big Stone County Townships:* passed.
- *Brett, Dawson/Boyd Schools:* Reopened bids for school project and bids came in low so were able to add back a few things. Had a graduation ceremony at Veteran's Park followed by a parade.
- *James, Chippewa County Townships:* passed
- *Jim, Chippewa County:* Courthouse opening July 6th. HR Manager interviews are scheduled.
- *Mark, LqP County Townships:* passed

- *Jeff, LqP County Municipalities*: Moving forward with street project in August or September.
- *Warren, Swift County Townships*: absent
- *Roy, LqP County*: Meetings are back to normal. Courthouse is taking appts but getting close to normal operations.
- *Gene Stengel, Yellow Medicine County Townships*: Hwy 23 detour coming along nicely and is ahead of schedule.
- *Diane, Prairie Five CAC, Inc*: City buses are continuing with free fares. Second Harvest handouts continue going well. Heating assistance applications has been extended to July 15th.
- *Gene Bies, Yellow Medicine County Municipalities*: Infrastructure project moving along well. Having issues with the landscaping.
- *Bill McGeary, Benson Schools*: Daycare moving date is expected to take place by July 13th. Construction project moving forward.
- *Lucas Olson, Swift County Municipalities*: Repairs and upgrades to wastewater treatment plan taking place. Looking to install a 250,000-gallon water storage tank to supplement water tower. Beginning to move equipment into new building for Stony Ridge Foods.
- *Dawn R, MnWest Community & Technical College*: Intend to be fully staffed in early August. Face to face training has begun.
- *Carrie, Private Industry Council*: Foundations continue to support the learn and earn program. Youth work experiences for challenged/disabled have begun to work with employers.
- *Jim C, Chippewa County Municipalities*: Bridge work is complete and detour has ended. Sewer and water project behind main street has begun.
- *Chuck, Upper Sioux Community*: passed.
- *Michele, Big Stone County Municipalities*: passed.

1. Action Items

a. FY20 Budget Revision

The final FY20 budget revision will be submitted for the audit showing \$986,563 in revenue and \$16,289 surplus in expenses.

M/S/P – Mark Bourne, Gene Stengel made motion to approve the FY20 budget revision as presented.

b. FY21 Levy Recommendation

The amount paid per county is based on each county's share of the Region's net tax capacity. The maximum we can increase per year is 3%.

M/S/P – Gary Hendrickx, Rusty Dimberg made motion to approve the 3% levy increase totaling \$344,899 for FY21. This will be presented at the public meeting portion of the annual meeting. Eleven voted in favor with nine voting against motion. Motion passed.

c. FY21 Draft Budget

Beginning shortfall is \$-298,000. This draft budget will continue to change as contracts are added. The revenue is \$1,101,859 and expenses are \$1,094,696

M/S/P – Gene Stengel, Rusty Dimberg made motion to approve using the FY21 fiscal year budget at the public hearing portion of the annual meeting.

d. FY21 Draft Statement of Indirect and Direct Expenses

The indirect cost process is used as a fair and equitable way of distributing expenses across agency program areas.

M/S/P – Gary Hendrickx, Mark Bourne, made motion to recommend the draft FY21 statement of indirect costs be presented at the public hearing portion of the annual meeting.

e. Nominating Committee Report

Chairperson can serve 4 consecutive years. The chair appointed Jim Dahlvang, Warren Rau and Carrie Bendix to the nominating committee for a Chair recommendation and to suggest names for the public interest representatives.

M/S/P – Jim Dahlvang, Bill McGeary made motion to approve Mark Bourne, by unanimous decision, to serve as Chair for FY21.

Public interest representatives were discussed. A suggestion for the vacant position was made along with an alternate. The current reps will be given the opportunity to return.

M/S/P – Jim Curtiss, Jim Dahlvang made motion to approve the existing public interest representatives, Carrie Bendix representing PIC, Dawn Regnier, representing MnWEST and Diane Kepner, representing Prairie Five to continue serving. Also, approving the recommendation of Scott Marquardt, representing SWIF, to fill the vacant spot. This recommendation will be approved at the annual meeting in July.

f. FY21 Board of Director Nomination

Discussion held and the elected officials selected a slate to approve. Board of Director's may serve four (4) consecutive years.

M/S/P – Brett Buer, Gary Hendrickx made motion to approve the following Board of Directors for FY21 which will be presented for adoption at the annual meeting.

Big Stone County:

Jay Backer – FY21

Michele Backer - Alternate

Chippewa County:

Jim Schmaedeka – FY20, 21

Jim Dahlvang – Alternate

Lac qui Parle County:

Brett Buer – FY21

Jeff Olson - Alternate

Swift County:

Lucas Olson – FY21

Bill McGeary - Alternate

Yellow Medicine County:
Gary Johnson – FY21
Gene Bies – Alternate

2. Information Items

- a. Planner Update – A summary of current projects and contracts being worked on in the office by various staff.
- b. Executive Director's Report – A brief-summary of projects and activities that have required Dawn's time and attention this month.
- c. RLF Update - Loan Status Report on the activity/inactivity of loans as well as other relative information. Deferred payments will start up in July. Loan closings are scheduled for three new borrowers. Anticipating \$1.72 million in RLF funds per the CARES Act.
- d. New Staffing – Hiring a Grants Manager position to administer the Small Cities Development grants as well as assist in the finance department and RLF. Dawn will continue to work on the job posting and description to get posted over the next month.

3. Discussion Items

- a. FY21 Operations, Outreach and Core Program and Services Workplans
Staff shared workplans for the FY21 Operations, Outreach, Core Programs & Services from the strategic directions. The focus was made in Operations, Outreach and the Core Programs (Transportation, RLF, EDA, Prairie Waters, Meander, and Byway). The remaining workplans are for various contracts. These workplans create consistency for tracking tasks for all agency projects. Each strategic direction has a different goal and intent and these workplans will be included as part of the FY21 agency workplan that will be adopted at the annual meeting.

4. Consent Agenda Items

- a. Minutes from May 2020
- 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

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

- Approval of the minutes from May 2020
- Approval of the May 2020 Treasurer's Report and Board Payment Listings 21055-21078 and all ACHs totaling \$161,173.17
- Approval of the RLF Treasurer's Report
- Approval of \$20,000 from the FY20 levy for the UMRDC Local Assistance Fund
- Approval of the existing Governmental Accounting Standards Board (GASB 54) policy with no changes, approval of the FY20 Fund Balance Schedule as presented with the FY21 draft comparison to FY20

- Approval for keeping our technical rate to \$80 within the region and \$90 outside the region for all new contracts
- Authorize the signature for the contract for \$4800 with the City of Granite Falls to administer grant writing for Memorial Park
- Authorize the signature for the contract for \$4000 with Lac qui Parle County for grant writing for the Lac qui Parle County Park
- Approval of the amendment with Prairie Five CAC to extend services until September 30, 2020 for RTCC planning process

Adjournment

A motion by Rusty Dimberg, Jim Curtiss for adjournment was made 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: July 28, 2020
RE: June 2020 Treasurer's Reports & Payment Listing

Attached is the treasurer's report for June 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 June 2020.

I currently am working on the year-end entries and preparing for our annual audit. I still am anticipating the year ending with a slight surplus.

ACTION REQUESTED:

For the Commission to approve the June Treasurer's Report, and Board Payment Listing with all checks (check # 21079–21106) and all ACH transactions.

June					
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
	FY20	Current	YR-To-DT	Percent	
	Revised Budget	May	May	of Budget	
Agency Revenues					
Interest	9,400	40	9,445	100%	
Levy	321,500	161,073	336,278	105%	
Potential HH Grants \$20,000 - will reduce levy as awarded	-		-		
Granite Falls TAP Application	(4,000)		(4,000)	100%	
LQP SRTS Engineering Grant	(1,000)		(1,000)	100%	
SCDP App - Appleton	(5,000)		(5,000)	100%	
SCDP App - Clara city	(5,000)		(5,000)	100%	
Swift County OHV Park	(5,000)		(5,000)	100%	
			-		
			-		
Match Fiscal Year 20 - will reduce as matched to contracts below			-		
Prairie Waters	(20,000)		(20,000)	100%	
Transportation	(13,235)		(13,235)	100%	
Potential grant match	-		-		
			-		
Miscellaneous	5,000		4,017	80%	
			-		
Ongoing Program Revenue					
			-		
EDA Planning Grant	70,000	17,500	70,000	100%	
Meander	36,500	1,000	47,286	130%	
Prairie Waters / Get Rural (\$20,000 FY20 Match)	157,935	17,546	157,087	99%	
Revolving Loan Fund Admin (Includes 10,000 FY 20 Match)	45,000	36,866	44,097	98%	
Transportation Planning Grant 20 (Includes 13,235 FY20 Match)	88,235		88,235	100%	
			-		
Local Contract Revenue					
			-		
New Contracts needed					
	-		-		
Technical Assistance					
	-		-		
Appleton MNHS Byway Tear Map	10,000		8,000	80%	
Benson Economic Recovery	9,000		5,000	56%	
Benson TA Contract	45,153		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	100%	
Kerkhoven Comp plan (Includes \$5,000 FY19 HH)	12,120		6,804	56%	
Maccray Safe Routes to School	26,799		22,876	85%	
Madison Public Arts Biome	3,200		2,665	83%	
Maynard Museum	4,400		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	100%	
RTCC	27,000	7,720	30,808	114%	
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	50%	
Browns Valley Flood Recovery	2,325	2,083	2,083	90%	
Dawson EDA RDGB grant writing	3,580		3,548	99%	
Clara City DEED Redevelopment Grant	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		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		2,000	100%	
SCDP Admin - Benson	10,000	1,877	1,877	19%	
SCDP Admin - Canby	10,500	5,218	5,218	50%	
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	3,682	3,682	39%	
SCDP - App Appleton (\$5,000 FY20 HH)	10,000		10,000	100%	
SCDP - App Clara City (\$5,000 FY20 HH)	10,000		10,000	100%	
Total Revenue	986,563	254,604	921,906	93%	
Pass-Thru Revenue (not included above)			99,016	848,716	

	FY20 Budget			
Expenses				
Salaries/Fringe	769,938	65,967	783,650	102%
Commissioner's Expense			-	
Per Diem / FICA	10,765	2,780	10,378	96%
Public Officials Ins.	3,500		3,388	97%
Meeting Expense	1,500		1,692	113%
Travel C&C	6,500	64	6,518	100%
Training	3,235		-	0%
Audit	14,000		13,850	99%
Contract for Services			-	
Eagle Eye Photography - Get Rural	1,000		-	0%
Vivid Marketing - Get Rural	1,000		1,000	100%
CST Students - Get Rural	1,750		1,263	72%
Strategic Planning	4,026		4,026	100%
Additional Contract work	3,000		500	17%
Landscape Architect	3,200	1,128	1,128	35%
Computer Technical Assistance	8,000	1,088	8,625	108%
Virtual Server	4,000	510	510	13%
Copy Charge/xerox lease	4,000	631	4,067	102%
Depreciation	3,000	436	3,787	126%
Dues / memberships	4,500	16	4,180	93%
Insurance	1,300		51	4%
Legal Fees	3,000	184	3,070	102%
Miscellaneous	2,000	(8)	1,972	99%
Office Rent	12,210		12,200	100%
Postage	3,500	41	2,429	69%
Printing/Advertising	4,500	94	2,243	50%
RDC Marketing Item	2,000		496	25%
Registration/Conference	5,200	129	5,354	103%
Repairs/Maintenance	1,000		525	53%
Software GMS/GIS/General	8,650	222	4,913	57%
Sub./Publications	2,000		2,224	111%
Supplies	4,500	1,063	4,773	106%
Telephone/Internet	8,000	495	6,911	86%
Staff Expense			-	
Travel	20,000	94	17,449	87%
Morale	1,000		-	0%
Wellness	2,000	59	1,424	71%
Web Hosting/Maintenance	3,500		3,757	107%
Pass Thru Activity			-	
Meander	23,000	750	16,529	72%
Prairie Waters Ads	16,000	1,000	17,917	112%
Total Expenses	970,274	76,742	952,798	98%
EXCESS REV. OVER EXP.	16,289	177,862	(30,892)	
General Checking	\$ 415,766			
Money Market	\$ 22			
Certificate of Deposit	\$ 358,720			
RLF Savings	\$ 293,888			
Agency Auto	\$ 46,234			
Equipment Fund	\$ 16,343			
UMVRDC Secretary/Treasurer	Date	UMVRDC Executive Director		Date

June 2020 Check/ACH Listing

Check#	Check Date	Vendor Name	Check Amount	Description
21079	06/04/2020	CULLIGAN WATER CONDITIONING	10.00	cooler rent
21080	06/04/2020	DONS FOOD PRIDE	21.01	supplies
21081	06/04/2020	Federated Telephone, Inc	1,138.50	internet/support
21082	06/04/2020	Mobridge South Dakota Tribune	515.00	Yellowstone Trail
21083	06/04/2020	Xerox Corporation	315.28	base charge
21084	06/09/2020	Yellow Medicine County Recorder	46.00	Clarkfield Family Foods mortgage satisfaction
21085	06/19/2020	Mark Bourne	138.52	board meetings
21086	06/19/2020	Jim Dahlvang	141.80	board meetings
21087	06/19/2020	Gary Johnson	184.70	board meetings
21088	06/19/2020	Warren Rau	107.30	board meetings
21089	06/16/2020	Dyrdahl Lumber Co.	35,500.00	gf: 715 prentice st
21089	06/16/2020	Dyrdahl Lumber Co.	3,451.00	clarkfield: 1008 13th Ave
21090	06/16/2020	Grants Management Systems, Inc.	146.95	maintenance
21091	06/16/2020	Hawleys Inc.	12,763.00	benson: 1210 atlantic
21092	06/16/2020	MN PEIP	7,676.12	July coverage
21093	06/16/2020	Outdoor News Publications	335.00	ad
21094	06/16/2020	Prairie Five CAC	250.00	clarkfield: 1008 13th
21095	06/25/2020	Falls Cafe and Canoe, LLC	14,123.27	Loan Disbursement from orginal funds, total loan \$15,000
21096	06/25/2020	Chase Card Services	1,048.94	dh: supplies/postage
21096	06/25/2020	Chase Card Services	129.00	ck: training
21096	06/25/2020	Chase Card Services	10.95	postage
21096	06/25/2020	Chase Card Services	94.99	mo: software/onstar
21096	06/25/2020	Chase Card Services	16.02	kf: zoom
21097	06/25/2020	Neva Foster	750.00	brochure & poster art
21098	06/25/2020	Pemberton, Sorlie, Rufer & Kershner, PLLP	184.00	legal fees
21099	06/25/2020	Wilcox Law Office PA	878.40	loan closing
21100	06/30/2020	F & M BANK	317.00	2019 ACH fees
21100	06/30/2020	F & M BANK	110.00	Loan ACH Fees Jan - June 2020
21101	06/30/2020	Hagstrom Engineering	470.00	Appleton OHV Project invoice 715
21102	06/30/2020	Laura Ostlie	51.75	Mileage for Falls Canoe closing
21103	06/30/2020	Prairie Five CAC	250.00	GF SCDP Owner Rehab 240 11th Ave
21104	06/30/2020	S & L General Contracting	10,450.00	Clarkfield SCDP Owner - 1101 11th Ave
21104	06/30/2020	S & L General Contracting	2,000.00	GR SCDP Commercial Rehab - 709 Prentice
21105	06/30/2020	Upper MN River Watershed Dist.	2,255.00	BV Coulee project request 21 Houston 0047730
21105	06/30/2020	Upper MN River Watershed Dist.	5,113.75	BV Coulee Project request 21 Houston 47279 and Noonan 309843
21106	06/30/2020	Wilcox Law Office PA	825.73	Falls Cafe Cclosing cost
21106	06/30/2020	Wilcox Law Office PA	1,251.00	Stony Ridge Foods Closing cost
ACH	06/19/2020	BKP Jewelers	36,741.60	Loan Disbursement
ACH	06/30/2020	Stony Ridge Foods	196,749.00	Loan Disbursement
ACH	06/30/2020	Federated Telephone, Inc	307.71	Telephone/Internet
ACH	06/05/2020	Delta Dental	689.55	Dental Insurance
ACH	06/05/2020	MN State Retirement System	764.00	Staff PR Deferred comp
ACH	06/05/2020	Internal Revenue Service	5,149.10	UMVRDC Staff PR taxes
ACH	06/05/2020	State of Minnesota	808.00	Staff State taxes
Direct Deposit	06/05/2020	PSB-Upper MN Valley RDC - Staff PR	16,618.32	Staff Payroll
ACH	06/05/2020	Public Employees Retirement Assoc	3,609.27	Staff PR PERA
ACH	06/20/2020	Internal Revenue Service	5,022.48	UMVRDC Staff PR taxes
ACH	06/20/2020	State of Minnesota	784.00	Staff State Taxes
ACH	06/20/2020	MN State Retirement System	764.00	Staff PR Deferred comp
ACH	06/20/2020	Public Employees Retirement Assoc	3,541.52	Staff PR PERA
ACH	06/05/2020	Further Select Account	1,641.65	Staff PR HSA
ACH	06/20/2020	Further Select Account	1,641.65	Staff PR HSA
Direct Deposit	06/20/2020	PSB-Upper MN Valley RDC - Staff PR	16,438.43	Staff Payroll
ACH	06/20/2020	Internal Revenue Service	260.24	Commissioner taxes
ACH	06/30/2020	AFLAC	37.58	June coverage
ACH	06/30/2020	Prairie Sun Bank	28.00	direct deposit fee
ACH	06/05/2020	Further Select Account	22.50	admin fee
			<u>394,688.58</u>	Total Checks/ACH payments

Pass-Thru Payments

 UMRDC Secretary/Treasurer Date

 UMRDC Executive Director Date

ACTION MEMO

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

June 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
- Korthuis Jewelry-Loan Closed
- Falls Café and Canoe-Loan Closed
- Stony Ridge Foods, Inc-Loan Closed

ACTION REQUESTED: To approve the UMRDC's June 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: *\$228,039.56 (Original RLF) and \$65,848.43 (Disaster RLF).*

June 2020 RLF TREASURER'S REPORT

	Terms				Reporting Transactions				
	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Loan Closed	Notes	June Payments	Original RLF Balance at 6/30/20	Disaster RLF Balance at 6/30/20
1 After Five Supper Club	40,000		5.00%	5	9/14/2018	Deferred	\$ -	\$ 37,492.18	
2 AI's Mercantile	50,000		5.00%	10	1/21/2011		\$ 538.82	\$ 3,186.48	
3 Anderson TeBeest Funeral Home	69,720		4.50%	7	3/29/2018		\$ 970.12	\$ 50,471.02	
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	\$ 35,210.82	
7 Books by Kelly	20,000		5.00%	5	7/31/2010		\$ 121.69	\$ 6,286.00	
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	\$ 67,128.94	
11 Falls Café and Canoe	15,100		5.00%	5	6/25/2020	Closed 6/25/20		\$ 15,100.00	
12 Granite Falls Dairy Queen, Inc	100,000		4.00%	10	4/25/2012	Deferred	\$ -	\$ 25,296.97	
13 GoFasters Powersports & Marine	50,000	50,000	5.00%	15	6/14/2019	Deferred	\$ -	\$ 48,613.28	\$ 48,613.28
14 Handeland Chiropractic, LLC	33,000		5.00%	10	1/5/2011	Deferred	\$ -	\$ 3,225.24	
15 Headquarters Bar & Grill		90,000	5.50%	10	10/26/2018	Deferred	\$ -		\$ 80,746.85
16 Jammers 1 Stop		20,000	4.50%	5	3/1/2018	Deferred	\$ -		\$ 12,577.01
17 KEC of Granite Falls DBA Picht's	50,000		4.00%	10	5/26/2016		\$ 507.23	\$ 32,356.16	
18 Krave Wellness Studio	26,000		5.00%	5	7/24/2019	Deferred	\$ -	\$ 23,323.50	
19 Korthuis Jewelry	38,000		4.00%	7	6/19/2020	Closed 6/19/20		\$ 38,000.00	
20 Lumpy's Inc.	30,000		5.00%	5	12/14/2017	Deferred	\$ -	\$ 17,393.01	
21 Merritt Construction, Inc.	10,000		4.50%	12	7/11/2012		\$ 104.64	\$ 2,562.61	
22 Northern Geo, LLC	50,000	100,000	4.00%	10	2/27/2014	Deferred	\$ -	\$ 23,187.07	\$ 46,374.15
23 Northern Geo, LLC (2)	60,000	20,000	4.25%	10	1/6/2017	Deferred	\$ -	\$ 43,650.97	\$ 14,550.32
24 R&R Outdoors	11,000		4.00%	10	8/23/2013	Default	\$ -	\$ 7,537.20	
25 SEWearable Designs (2)	27,250		4.50%	10	2/14/2017	Deferred	\$ -	\$ 20,275.50	
26 Stony Ridge Foods, Inc	150,000	50,000	4.00%	10	6/30/2020	Closed 6/30/20		\$ 150,000.00	\$ 50,000.00
27 Streblov Family Enterprise dba Carl's Bakery		50,000	5.00%	10	8/30/2019	Deferred	\$ -		\$ 48,163.34
28 The Dryer Doctors	34,000		4.50%	10	8/14/2017	Deferred	\$ -	\$ 26,634.14	
29 The Dryer Doctors (2)	28,000		4.50%	10	7/31/2019	Deferred	\$ -	\$ 26,749.40	
30 The Sawmill	50,000		4.00%	10	3/31/2010		\$ 203.81	\$ 22,965.48	
31 Trish's Catering	38,000		4.25%	10	5/31/2017	Deferred	\$ -	\$ 29,181.48	
32 Western Consolidated Cooperative	100,000	100,000	4.25%	10	10/24/2017		\$ 2,049.75	\$ 77,224.32	\$ 77,224.32
	1,466,070	580,000					\$ 5,944.62	\$ 987,169.84	\$ 443,645.14

Balance of Bank Accounts			
Total Original RLF Funds:	1,215,209.40	Total Disaster RLF Funds:	509,493.57
Previous month's bank balance	449,248.15	Previous month's Bank Balance	127,313.20
Loan Repayment	4,919.75	Loan Repayment	1,024.88
Loan Disbursement	(203,100.00)	Loan Disbursement	(50,000.00)
June 2020 - Bank Interest	84.90	June 2020 Bank Interest	24.08
Admin Transfer -	(27,786.63)	Admin Transfer	(13,326.47)
Origination or Loan Payoff Fees	4,673.39	Origination or Loan Payoff Fees -	812.74
Bank Account Balance at 6/30/2020	228,039.56	Bank Account Balance 6/30/2020	65,848.43
Balance available for lending	\$ 228,039.56	Balance available for lending	\$ 65,848.43

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

Date

Date

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: July 28, 2020
RE: FY21 Fund Balance Schedule/Policy/Resolution

A requirement of GASB #54 is that the attached FY21 Fund Balance Schedule and Policy be reviewed each year to ensure that there are sufficient unassigned general fund dollars. There are no changes since last year. A resolution is required documenting the adopted policy and schedule and it is enclosed for your review and approval.

ACTION REQUESTED:

For the Commission to approve the existing Governmental Accounting Standards Board (GASB 54) policy, schedule, and resolution #21-01.

Upper MN Valley Regional Development Commission
Governmental Accounting Standards Board (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 MN Valley Regional Development Commission
FY21
FUND BALANCE DESIGNATION SCHEDULE
7/28/2020

FY21 Schedule
Non-Spendable

Inventory
Prepays

Restricted

Revolving Loan Fund - (for relending)
Scenic Byway Savings

Committed

* Sick Leave Designation
** Vacation Designation
Unemployment Designation (\$10,000)
*** Medical HSA Allocation (\$22,400)
Flex Account

Assigned

Between Tax Settlements (\$100,000)
Matching Requirements

Unassigned

Fund Balance

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



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
 Helping Communities Prosper

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

RESOLUTION
#21-01
for FY21 Fund Balance
Governmental Accounting Standards Board (GASB) 54 Regulations
July 28, 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

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: July 28, 2020
RE: Appleton Revolving Loan Fund Administration

The UMVRDC has provided administration of the city of Appleton's USDA Revolving Loan Fund for multiple years. This contract is to continue to provide that same service along with offer marketing options for the funds.

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

ACTION REQUESTED:

Authorization for the Executive Director to sign the contract agreement with the City of Appleton to administer their revolving loan fund.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and the
CITY OF APPLETON
FY21-07

This Contract for Services, made this 1st day of July, 2020 is by and between the CITY OF APPLETON, MINNESOTA, hereinafter referred to as the CITY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION hereinafter referred to as the UMRDC.

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Serve as the primary contact for USDA in the ongoing administration of the loan fund.
- B. Complete all required quarterly and annual USDA reporting
- C. Coordinate, discuss, and evaluate applications with potential borrowers
- D. Maintain secure electronic loan files
- E. Complete the following for the CITY loan committee meetings:
 - a. Prepare and provide loan review packet prior to meeting
 - b. Present loan packet to board
 - c. Supply RLF loan activity summary and treasurer's report at request
- F. Coordinate the legal and administrative activities required for loan closings, including completing all loan fund disbursement requests to USDA

- G. Provide loan portfolio monitoring which consists of collecting and managing current documentation for loans including:
 - a. Insurance
 - b. UCC filings
 - c. Property taxes
 - d. Request of annual financial statements

- H. Tracking of payments
 - a. Posting payments into loan software
 - b. Provide borrowers with year-end financial documentation
 - c. Facilitate the initiation of ACH payments into CITY'S bank account

- I. Provide marketing of the loan fund in a variety of avenues including, but not limited to:
 - a. City's website
 - b. Newspaper
 - c. Social media posts
 - d. Print materials for current city industry around expansion opportunities

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Acknowledge that providing these services does not guarantee that the RLF will not experience loan defaults or unrecoverable losses.

- B. Appoint a primary contact for this project. That person is

Name/Title:
Contact Information:

- C. Provide the UMVRDC with documents as requested for the maintenance of the loan fund

- D. Maintain bank account for loan fund and manage all bank transactions

- E. Approve or deny all loan requests

- F. Maintain secured master loan files

- G. Provide the UMVRDC with documentation as needed to properly manage the loan fund including but not limited to the following:
 - a. Monthly bank statements

- b. ACH notifications
 - c. A check for any approved loan prior to the scheduled closing
- H. Compensate the UMRDC in accordance with Section IV of this Contract

SECTION III. CONTRACT PERIOD

- A. This Contract is effective from July 1, 2020 to June 30, 2021.
- B. The Contract may be amended upon approval by both the UMRDC and the CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMRDC will be compensated for the annual accounting software subscription of approximately \$400
- B. The UMRDC shall be compensated \$80/hr for services provided in Section I of this Contract
- C. Pay for all direct costs including but not limited to:
 - a. mileage
 - b. copies
 - c. annual accounting software subscription
 - d. postage
 - e. legal fees
- D. The UMRDC will provide the CITY with an invoice and summary of services on December 31, 2020 and June 30, 2021.

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 CITY 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 CITY and UMRDC agree this indemnity obligation shall survive the completion or termination of this Contract.

C. Termination

This agreement may be terminated with or without cause by either the UMRDC or CITY upon fourteen (14) days prior written notice. In the event of termination, the CITY shall be obligated to the UMRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

D. Severability

Any provision or part of the 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.

EXECUTIVE DIRECTOR
UMRDC

AUTHORIZED REPRESENTATIVE

Title: _____

Date: _____

Date: _____

ATTEST:

Name: _____

Title: _____

Date: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Community Development Planner

DATE: July 28, 2020

RE: Benson SCDP Application Contract

The City of Benson has requested assistance with a Small Cities Development Program (SCDP) grant application this fall. Staff will assist the city with developing a new application and will work with the city in developing a list of interested participants in the program. The cost of the application is \$10,000. Applications are due to the State November 2020. UMVRDC staff for this contract will be Laura Ostlie

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract for \$10,000 with the City of Benson to author a Small Cities Development Program grant.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

CONTRACT FOR PROFESSIONAL SERVICES

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and the
CITY OF BENSON
FY21-08

This Contract for Services, made this 17th day of July, 2020 is by and between the City of Benson, Minnesota, hereinafter referred to as the CITY, and the Upper Minnesota Regional Development Commission, hereinafter referred to as the UMRDC.

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Coordinate, author and submit an SCDP application proposal to the Minnesota Department of Employment and Economic Development (DEED) by the November 2020 deadline; and
- B. Work with the CITY to establish an interest list of homes;
- C. Work with the CITY to develop an interest list of commercial businesses; and
- D. Prepare and submit a full application to DEED by the February 2021 deadline; and
- E. If awarded SCDP funds, the UMRDC will provide grants administration services under a separate contract with the City.

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project;
- B. Provide the UMVRDC with specific information, plans, resolutions and documents as needed to complete the UMVRDC's services;
- C. Assist the UMVRDC in gathering adequate number of eligible waiting list candidates for the application process (i.e. press releases, door-to-door survey or phone survey);
- D. Schedule, conduct, mail and print information for CITY public hearings/meetings as required and assure that all publication and notification requirements are met;
- E. Pay for all cost related to public hearings and corresponding publications and notifications;
- F. Be the party responsible for updating and maintaining all work completed under this Contract;
- G. Compensate the UMVRDC in accordance with Section IV of this Contract;
- H. Utilize the UMVRDC as the grant's administrator under a separate contract if funds are awarded.

SECTION III. CONTRACT PERIOD

- A. The UMVRDC shall be compensated for services provided in Section I of this Contract.
- B. The CITY agrees to pay the UMVRDC the amount of \$10,000

Compensation for services paid by the CITY will be provided as follows:

- 1. The cost of the application proposal is \$7,000 and will be billed upon submission.
 - 2. The cost of the full application is \$3,000 and will be billed upon submission.
- C. The UMVRDC will provide the CITY with a final invoice indicating services provided and the total amount due.

- D. Our fees for these services are generally based on time expended and out-of-pocket expenses, such as report production, postage, travel, fax, etc. However, they might also include other factors deemed relevant, including the difficulty of the questions and the skill required to perform the services properly; time limitations imposed by either you or the circumstances; the nature and length of the professional relationship between us; and the experiences, reputation and ability of the UMRDC staff assigned to the engagement.
- E. The contract fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the contract. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

SECTION IV. 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 CITY 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 CITY and UMRDC agree this indemnity obligation shall survive the completion or termination of this Contract.

C. Termination

This agreement may be terminated with or without cause by either the UMRDC or CITY upon fourteen (14) days prior written notice. In the event of termination, the CITY shall be obligated to the UMRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

D. Severability

Any provision or part of the 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 V. ACCEPTANCE

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

EXECUTIVE DIRECTOR
UMRDC

AUTHORIZED REPRESENTATIVE

Title: _____

Date: _____

Date: _____

ATTEST:

Name: _____

Title: _____

Date: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Community Development Planner

DATE: July 28, 2020

RE: Dawson SCDP Application Contract

The City of Dawson has requested assistance with a Small Cities Development Program (SCDP) grant application this fall. Staff will assist the city with developing a new application and will work with the city in developing a list of interested participants in the program. The cost of the application is \$10,000. Applications are due to the State November 2020. UMVRDC staff for this contract will be Laura Ostlie

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract for \$10,000 with the City of Dawson to author a Small Cities Development Program grant.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

CONTRACT FOR PROFESSIONAL SERVICES

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and the
CITY OF DAWSON
FY21-09

This Contract for Services, made this 17th day of July, 2020 is by and between the City of Dawson, Minnesota, hereinafter referred to as the CITY, and the Upper Minnesota Regional Development Commission, hereinafter referred to as the UMRDC.

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Coordinate, author and submit an SCDP application proposal to the Minnesota Department of Employment and Economic Development (DEED) by the November 2020 deadline; and
- B. Work with the CITY to establish an interest list of homes;
- C. Work with the CITY to develop an interest list of commercial businesses; and
- D. Prepare and submit a full application to DEED by the February 2021 deadline; and
- E. If awarded SCDP funds, the UMRDC will provide grants administration services under a separate contract with the City.

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project;
- B. Provide the UMRDC with specific information, plans, resolutions and documents as needed to complete the UMRDC's services;
- C. Assist the UMRDC in gathering adequate number of eligible waiting list candidates for the application process (i.e. press releases, door-to-door survey or phone survey);
- D. Schedule, conduct, mail and print information for CITY public hearings/meetings as required and assure that all publication and notification requirements are met;
- E. Pay for all cost related to public hearings and corresponding publications and notifications;
- F. Be the party responsible for updating and maintaining all work completed under this Contract;
- G. Compensate the UMRDC in accordance with Section IV of this Contract;
- H. Utilize the UMRDC as the grant's administrator under a separate contract if funds are awarded.

SECTION III. CONTRACT PERIOD

- A. The UMRDC shall be compensated for services provided in Section I of this Contract.
- B. The CITY agrees to pay the UMRDC the amount of \$10,000

Compensation for services paid by the CITY will be provided as follows:

- 1. The cost of the application proposal is \$7,000 and will be billed upon submission.
 - 2. The cost of the full application is \$3,000 and will be billed upon submission.
- C. The UMRDC will provide the CITY with a final invoice indicating services provided and the total amount due.

- D. Our fees for these services are generally based on time expended and out-of-pocket expenses, such as report production, postage, travel, fax, etc. However, they might also include other factors deemed relevant, including the difficulty of the questions and the skill required to perform the services properly; time limitations imposed by either you or the circumstances; the nature and length of the professional relationship between us; and the experiences, reputation and ability of the UMRDC staff assigned to the engagement.
- E. The contract fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the contract. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

SECTION IV. 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 CITY 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 CITY and UMRDC agree this indemnity obligation shall survive the completion or termination of this Contract.

C. Termination

This agreement may be terminated with or without cause by either the UMRDC or CITY upon fourteen (14) days prior written notice. In the event of termination, the CITY shall be obligated to the UMRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

D. Severability

Any provision or part of the 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 V. ACCEPTANCE

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

EXECUTIVE DIRECTOR
UMRDC

AUTHORIZED REPRESENTATIVE

Title: _____

Date: _____

Date: _____

ATTEST:

Name: _____

Title: _____

Date: _____

TO: Upper MN Valley RDC Commissioners

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

DATE: July 28, 2020

RE: **Planner Update**

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

CONTRACTS:

Benson Technical Assistance – Laura, Melissa, Kirk

RDC staff continued to participate in Benson COVID-19 staffing meetings. Closing a new revolving loan fund loan for an expanding business. 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. RDC staff assisted the city with a property visit and marketing of available industrial site.

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 pushed back to July due to remaining engineering and environmental information provided by the City's contracted engineering firm.

Dawson EDA USDA RLF Grant & Administration – Kirk

The Dawson EDA was successfully awarded the grant from the USDA for establishment and capitalization of an RLF. Staff are working with the EDA and the USDA to establish the fund and any associated requirements as well as administration by the UMRDC.

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.

Memorial Park – Kristi, Chad

The city of Granite Falls has contracted with the UMRDC to help with another funding request to the Greater MN Regional Parks and Trails Commission due July 31st.

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. One commercial application is being reviewed, seven 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 end of the grant timeline.

Granite Falls SCDP Admin – Laura, Jordan

The Granite Falls SCDP project has had two rental inspection while two are 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 two bid packets out, three proceeds out, one working through financing, and four application taken.

Clarkfield SCDP Admin – Laura, Jordan

Public infrastructure bids went out and the project started June 29th. Three owner occupied application currently out, while one is in the bidding process, one is working through financing, one project completed, one is being inspected, and four in the proceed process and four 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 but nearing the end.

Madison Arts Council– Kristi

The Biome project was installed the first week in July. Go take a look both during the day and at night! A dedication will be planned in the future. 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 final version is being reviewed with the city and architect.

Kerkhoven Comprehensive Plan – Kristi, Kirk, Chad

The Kerkhoven steering committee completed the public review of the comprehensive plan. The public hearing was held on July 13 after which the plan was adopted by the city of Kerkhoven.

MACCRAY Safe Routes to School – Chad

The final draft of this plan was approved by MnDOT staff and the plan was delivered to the MACCRAY Superintendent. This project has been completed.

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 has updated 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. The planning committee met July 20th to review the operational plan components which were approved.

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 survey continues to be distributed in order to get feedback from the public.

PROGRAM UPDATES:

Federal EDA Planning Grant – Kirk

In addition to the EDA CARES Act scope of work, staff have also developed the FY21 workplan for its regular annual EDA planning grant scope of work. The UMRDC's 5-year Comprehensive Economic Development Strategy (CEDS) is scheduled for update subsequent to expiration after 2021. Update and establishment of an updated CEDS is a component of the organization's workplan and staff have begun preliminary planning work associated with the update.

Federal EDA CARES Act Institutional Grant Scope of Work – 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 soon with SOW initiation as of July1. Preliminary planning is underway, specifically with regard to planning and development work associated with establishment of a Regional Redevelopment Fund Plan in conjunction with the EDA University Center through the U of M.

Meander – Kristi, Jordan

The Meander Steering committee has met a number of times via Zoom over the past month to discuss how to proceed with the 2020 Meander Art Crawl. The in-person event will not take place, but the group is discussing how to do something and what that might look like. An online auction is being discussed. The brochure will be printed and we will continue to market both the area and the artists. Many details are yet to be worked out.

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 are busy planning for the 2021 membership, the forms have been sent out to Local Units of Government the beginning of June and staff is busy lining up 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, staff is working on putting together a workplan to distribute the funds. 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

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 distributed MnDOT District 4 and District 8 Areawide Transportation Improvement Program (ATIP) for the public to review using the UMVRDC website, social media, and press release. The public has opportunities to make comments on the ATIP. Staff have been developing the content for new plans for addressing bicycle and pedestrian infrastructure in our region's communities.

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 (Prairie Waters & MNBump) within the UMVRDC 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. Staff have interviewed 20 employers so far.

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.

Contracts

Benson SCDP

Granite Falls SCDP

Clarkfield SCDP

Canby SCDP

Milan/Watson SCDP

Appleton RLF Administration

Benson Technical Assistance

Lac qui Parle RLF Administration

Anticipated Completion

September 2020

September 2021

September 2021

September 2022

September 2022

June 2020

December 2020

December 2020

INFORMATION MEMO

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

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

- Annual meeting and afternoon tour planning and preparation
- Planning and designing new staff position
- Review and monitoring of year end and new year budget
- Finalization of indirect cost plan allocation
- Development of marketing materials and plans for attending county board meetings
- Outreach, research and meetings around local government CARES Act funding
- Review and planning for staff time allocation in FY 21
- Coordinated MADDO outreach to MN Congressional staff about the defederalization of EDA based RLFs
- Kirk and I have been communicating with U of M Extension on the research they are doing regarding redevelopment funds.
- Took one week of vacation leave to spend with family

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: July 28, 2020
RE: RLF Update

LOAN STATUS REPORT

DEFAULTS (90days+)

R & R Outdoors- Borrowers are currently in default. Was notified by bank that their account tied to the ACH payments had been closed. Called and left borrowers' voicemail along with emails following notification. Other gap lenders are not receiving payments currently either.

DELINQUENT (less than 90 days)

None

DEFERRED PAYMENTS

COVID-19 Optional Deferment ended July 1 and the following borrowers resumed regular payments:

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

Handeland Chiropractic, LLC- Paid loan in full including UCC termination fees in July.

LOANS APPROVED BUT NOT DISBURSED

None

NEW LOANS

Stony Ridge Foods- Stony Ridge Foods was the final loan closing for FY 20 and took place on June 30th. \$150,000 from the Original Fund along with \$50,000 from the Disaster Fund were utilized for the \$200,000 loan.

Krothius Jewelry- Betty Pfaff was able to close her \$38,000 Original RLF on June 19th.

Falls Café and Canoe-The \$15,100 Original RLF loan closed on June 25th.

OTHER

Revolving Loan Fund Advisory Board Update- The Chippewa County Commissioners appointed Austin Hoehne as the Chippewa County economic development representative during their June commissioner's meeting. While employed at Minnwest Bank, Austin also is a member of the Montevideo EDA. Lac qui Parle County Commissioners appointed Lucas Strand as their new economic development representative to the UMRDC Revolving Loan Advisory Board. Lucas is employed at United Prairie Bank in Madison.

CARES Act RLF Application- EDA invited the UMRDC 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. UMRDC 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. UMRDC 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: July 28, 2020
RE: Defederalization of RLFs

For a number of years MADO and our national association NADO has been developing information about the possible defederalization of our EDA based RLFs. This year through some connections I made between Jacki Anderson from Collin Petersons office and NADO a bill has been sponsored by both parties and both the US House and Senate to defederalize the EDA RLFs at RDCs across the country.

Each RDC in MN used the information and sent it to their congressional members and volunteered to answer questions and asked for congressional support for this effort. At the virtual NADO board meeting last week I joined the NADO board in thanking Jacki for her legwork in getting this legislation moving.

If we were able to defederalize some of our RLF money that has been revolving since the 1980s it would reduce some administrative time and expense in reporting and auditing for our agency and others like us across the U.S. In addition, it would alleviate some EDA staff time in doing the required monitoring.

We are hopeful to see some movement on this issue as it is a non-controversial option supported by both parties.

Attached you will see the language I sent to Senator Smith and Klobuchar last week.

INFORMATIONAL ONLY- No Action requested

The Minnesota Association of Development Organizations (MADO) strongly encourages Senators Smith and Klobuchar to join Congressman Peterson and Congressman Katko, and Senator Capito and Senator Cardin in their effort to **cut red tape** and **reduce regulatory burdens** associated with the **EDA Revolving Loan Fund (RLF) program's reporting requirements** as part of the ***Reinvigorating Lending for the Future (RLF) Act of 2020*** ([H.R. 7388](#) & [S. 4075](#)). As you may know, the EDA RLF program provides working capital and gap financing for small businesses and entrepreneurs at or below market rates. The EDA RLF program is particularly beneficial to businesses that may not otherwise be able to borrow capital from traditional sources. The EDA RLF program is a vital tool in helping small businesses and local organizations recover from the economic consequences of the COVID-19 public health crisis. Regional development organizations across Minnesota are working with all our RLF borrowers right now to offer deferral of principal and interest payments in an effort to soften the current economic crisis many of them are facing. We hope that these businesses will be able to withstand the current crisis and that we will have the opportunity to work with these borrowers and new borrowers after this crisis to develop and expand in our region. We are also working to connect these and other businesses in our regions with the variety of state and national resources that are available.

Collectively, MADO's individual revolving loan funds have made almost 1500 loans totaling more than 93 million. This funding leveraged more than 600 million in additional financing to create or retain 25,000 jobs in Minnesota. Loans includes manufacturers, ag based businesses, grocery stores, professional service offices, and small commercial, industrial and retail businesses that are cornerstones in our communities.

Currently, the EDA RLF program requires EDA RLF grantees to report **"in perpetuity," meaning that grantees are required to report to EDA forever** on any loans they make to small businesses and organizations, even if those loans were made decades ago and have been repaid. Most of the MADO RLF's were started in the 1980's. During these forty years, 1,489 loans totaling over \$93.3 million dollars have been lent to business and industry. That massive number is only surpassed by the fact that these funds were utilized to create and retain over 24,927 jobs.

Requiring grantees to report on a loan long after the lifespan of the loan is an unnecessarily burdensome requirement. In small offices, time is a valuable resource. When cumbersome reporting stands in the way of supporting our regional communities' needs, it's time for a change. MADO members will continue to provide that same level of professionalism, functionality, and implementation of our regional revolving loan funds after defederalization.

Furthermore, other federal RLF programs do not have this requirement. EDA RLF reporting requirements should be changed to mirror other federal revolving loan fund programs' reporting requirements. This would allow for greater, more efficient usage of the program and more flexibility for communities. MADO's revolving loan funds have been historically known as less than flexible when it comes to processing, regulations, and reporting. At a time in our country when businesses are having numerous barriers put up against them, let's utilize our resources as an opportunity to support the backbone of America's economy.

EDA leadership supports this reform, but EDA states in their most recent [regulations promulgated in December 2017](#) that EDA does not have the authority to release its interest in RLF assets. Therefore,

in order to resolve this issue, legislative action by Congress is needed. Congress should **defederalize the EDA Revolving Loan Program** by releasing the federal interest in the RLFs.

Again, we encourage the Senators and their colleagues to please consider co-sponsoring the effort to **defederalize the EDA Revolving Loan Fund program**. Implementing these recommendations will help communities address the needs of small businesses and local organizations as they work to help individuals and the economy recover from the effects of COVID-19.

Sincerely,

Dawn Hegland, *Executive Director*
Upper Minnesota Valley Regional Development Commission- Appleton MN
dawn.hegland@umvrdc.org

Cam Fanfulik, *Executive Director*
Northwest Regional Development Commission – Warren, MN
Cfanfulik@nwrdc.org

Tim Flathers, *Executive Director*
Headwaters Regional Development Commission – Bemidji, MN
Tflathers@hrdc.org

Jay Trusty, *Executive Director*
Southwest Regional Development Commission – Slayton, MN
execdir@swrdc.org

Nicole Griensewic
Region Nine Development Commission – Mankato, MN
[Nicole @rndc.org](mailto:Nicole@rndc.org)

Anna Wasescha
West Central Initiative – Fergus Falls, MN
Anna@wcif.org

Eric Day
Mid-Minnesota Development Commission – Willmar, MN
Eric.Day@mnrdc.org

Cheryl Lee Hills
Region Five Development Commission – Staples, MN
chills@regionfive.org
Robert Voss
East Central Regional Development Commission – Mora, MN
robert.voss@ecrdc.org

Andy Hubley
Arrowhead Regional Development Commission – Duluth, MN
ahubley@ardc.org

MN Regional Development

Commission RLF Data

last update March 4,
2020

	Contact Person	Year Started	Total Loans	Total Principal Repaid	Total Private Leverage	Total Public Leverage	Total Jobs Created & Retained	Available for Lending March 2020	Total Portfolio (EDA+local match)	Total Cumulative # of Loans	Total Loans Written Off Cumulative
WCIF	Greg Wagner	1994	\$6,468,327	\$4,050,143	\$41,682,698	\$10,282,072	\$1,545	\$141,038	\$1,773,662	67	7.84%
UMVRDC	Laura Ostlie	1980, 1988, 1993, 2001, 2011	\$7,270,130	\$5,587,284	\$118,983,049	\$20,559,468	\$3,051	\$276,231	\$1,748,690	133	8.00%
ARDC	Bob Palmquist	1987	\$11,430,372	\$5,435,299	\$121,989,561	\$17,351,612	\$3,676	\$657,811	\$3,838,667	143	10.23%
SWRDC	Robin Weis	1995	\$8,677,130	\$7,411,982	\$46,597,221	\$8,566,787	\$1,778	\$206,311	\$1,226,000	165	14.50%
Region 9	LuAnn Vanderwerf	1989, 1994, 1998	\$10,961,430	\$7,459,046	\$33,467,646	\$35,396,370	\$2,380	\$974,452	\$3,502,384	160	29.49%
Region 5	Stephanie Barney	1986, 2012, 2017	\$9,295,573	\$6,773,272	\$76,406,658	\$23,015,090	\$2,699	\$187,838	\$1,333,334	279	17.67%
NWRDC	Sean Ranum	1985	\$15,505,230	\$11,301,765	\$51,538,208	\$10,751,200	\$2,310	\$267,983	\$3,200,797	217	9.16%
MMRDC	Les Nelson	1995	\$4,800,790	\$3,252,533	\$26,828,727	\$5,413,803	\$854	\$200,586	\$1,226,000	68	26.47%
ECRDC	Jordan Zeller	1994	\$2,380,766	\$1,881,912	\$13,432,789	\$5,635,200	\$668	\$72,292	\$424,000	66	15.69%
HRDC	Sarah Linda	1979	\$16,575,145	\$12,200,771	\$71,562,929	\$17,767,433	\$5,966	\$857,135	\$2,166,333	191	12.25%
Totals			\$93,364,893	\$65,354,008	\$602,489,486	\$154,739,035	\$24,927	\$3,841,677	\$20,439,867	1,489	

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

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

DATE: July 28, 2020

RE: Close Public Hearing – Adoption of the Levy, Indirect Cost Plan, Budget, FY2021 Work Plan

At this point, the Commission members may wish to consider closing the public hearing and take action on the work plan, indirect cost plan, levy, and budget for FY2021.

- **Work Plan:** See attached 2021 Workplan
- **Indirect Cost Plan:** See attached (Statement of Indirect Cost, Certification, and Lobbying Certification)
- **Levy:** See attached resolution that includes the proposed 3% increase in levy per the recommendations by the Budget Committee and the full Commission at the June meeting. The levy is allocated as a percent according to the net tax capacity as reported by each county and as certified by the Minnesota Department of Revenue. Below is the breakout for FY2021.

Certification of Apportioned Levies - Payable 2021				
	Payable 2021	Levy Limitation	\$344,899	
County	Net Tax Capacity	Distribution Percentage	Apportioned Payable 2020	Increase (Decrease) from 2020
Big Stone County	\$ 12,258,786	11.7593%	40,558	1,688
Chippewa County	24,858,978	23.8461%	82,245	3,545
Lac Qui Parle County	18,727,496	17.9644%	61,959	924
Swift County	24,706,256	23.6996%	81,740	915
Yellow Medicine County	23,696,133	22.7306%	78,398	2,973
Total	\$ 104,247,649	100.0000%	\$ 344,899	\$ 10,045

- **Budget:** Attached is a copy of the proposed budget for FY2021. I have updated a few revenue items since our June meeting. I have reduced the contracts needed number from \$298,000 down to \$260,181. This number only includes contracts that we have secured. There still is a long list of potentials. EDA CARES funds, RLF CARES funds, Byway Partnership Project and Chippewa County Hazard Mitigation are all large potential projects that we should hear about very soon and would quickly reduce that contracts needed number. Staff will continue to work on securing contracts to ultimately reduce the contracts needed number to zero and reflect a

budget surplus.

Assumptions about the FY21 budget:

- 3% levy increase as recommended but he Commission
- 2.45% estimated cost of living adjustment increase for staff (will be determined in January 2021)
- 2.5% estimated full step increase for staff (will be determined by actual performance evaluations)
- 12% estimated health insurance premium increase (will be notified in November 2020)

ACTION REQUESTED:

For commissioners to accept and adopt the work plan, levy, indirect cost plan, and budget for FY2021 and authorize the signatures on the Resolution of Authorization for county tax levies payable in 2021.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

RESOLUTION OF AUTHORIZATION
For
COUNTY TAX LEVIES PAYABLE FY2021
#21-02

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

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

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

WHEREAS, the Minnesota Department of Revenue has identified the maximum payable 2021 levy limitation for the UMVRDC to be \$344,899; and

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

NOW BE IT RESOLVED, that the UMVRDC certifies the 2021 property tax levy to the counties within the region as determined by the Minnesota Department of Revenue.

BE IT FURTHER RESOLVED, that a copy of this resolution will be provided to each county auditor within the UMVRDC region.

Adopted this 28th day of July 2020

ATTEST:

ATTEST:

UMVRDC Representative
Title/Date

UMVRDC Representative
Title/Date

FY21 - JULY 1, 2020 THRU JUNE 30, 2021

STATEMENT OF INDIRECT COSTS

		General Pool		Communications Pool	Total
Salaries	148,393		19,601		167,994
Release Time/Fringe	79,956		10,561		90,517
	-----	228,349		30,162	
Audit		14,000		-	14,000
Contract for Services				-	-
Intern		-		-	-
Strategic Planning		-		-	-
Computer Technical Assistance		8,000		-	8,000
Email		-		-	-
Virtual Server Support		4,000		-	4,000
Copy Charge/xerox lease		2,000		2,000	4,000
Depreciation		3,000		-	3,000
Membership		1,000		-	1,000
Insurance - Liability		1,300		-	1,300
Legal Fees		1,000		-	1,000
Miscellaneous				-	-
Office Rent		12,210		-	12,210
Postage		500		500	1,000
Printing/Advertising		1,500		1,000	2,500
RDC Marketing Item		-		-	-
Registration - Conference		2,000		-	2,000
Repairs/Maintenance		1,000		-	1,000
Software GMS/GIS/Adobe		5,000		-	5,000
Sub./Publications		2,000		-	2,000
Supplies		3,500		1,000	4,500
Staff Costs					
Travel		1,500		500	2,000
Training		-		-	-
Morale		-		-	-
Wellness		-		-	-
Telephone/Internet		8,000		-	8,000
Web Hosting/Maintenance		1,500		1,500	3,000
TOTAL		301,359		36,662	338,021
		=====			
Total Indirect Costs		338,021			
	=	-----	\$ 26.04	per hour	
Total Direct Hours		12,979			

U.S. Department of Commerce
Office of Acquisition Management & Financial Assistance
1401 Constitution Ave., NW, HCHB Rm 6054
Washington, DC 20230
Indirectcosts@eda.gov

CERTIFICATE OF INDIRECT COSTS

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

1. All costs included in the proposal dated 07/28/2020 to establish indirect costs rates for the period 7/1/2020 through 6/30/2021 are allowable in accordance with the requirements of the grant(s), contract(s), and agreement(s) to which they apply and OMB Uniform Guidance. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
2. All costs included in this proposal are properly allocable to Federal Awards on the basis of a beneficial or casual relation between expenses incurred and the agreements to which they are allocated in accordance with the applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any significant accounting changes affecting the indirect cost rate.
3. The indirect cost rate calculated with in the proposal is \$26.04 per hour, which was calculated using an indirect cost rate base of direct hours worked. The calculations were based on the FY21 budget to obtain a federal indirect cost billing rate for fiscal year 2021.
4. All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

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

Governmental Unit: Upper MN Valley Regional Development Commission

Signature: _____
Name of Authorized Official: Dawn Hegland
Title: Executive Director
Date of Execution: 07/28/2020

Signature: _____
Name of Authorized Official: Mark Bourne
Title: Chairman
Date of Executive: 07/28/2020

LOBBYING CERTIFICATE

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

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

Upper MN Valley Regional Development Commission, I hereby certify that the Organization has complied with the federal requirements and standards on lobbying costs as set forth in OMB's Uniform Guidance in the development of the indirect cost billing rate for the fiscal year ending 6/30/21, based on the FY2021 budget.

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

Organization Name: Upper MN Valley Regional Development Commission

Signature: _____

Name of Authorized Official: Mark Bourne

Title: Chairman


Date of Execution: 7/28/2020


REVENUES	FY21
Agency Revenues	Budget
Interest	10,000
Levy	317,500
Potential HH Grants \$20,000 - will reduce levy as awarded	(20,000)
Match Fiscal Year 20 - will reduce as matched to contracts below	
Prairie Waters	(20,000)
Transportation	(13,235)
RLF	(10,000)
Potential grant match	
Miscellaneous	2,500
Ongoing Program Revenue	
EDA Planning Grant	70,000
Meander	36,500
Prairie Waters / Get Rural (\$20,000 FY20 Match)	138,500
Revolving Loan Fund Admin (Includes 10,000 FY 20 Match)	58,000
Transportation Planning Grant 20 (Includes 13,235 FY20 Match)	88,235
Local Contract Revenue	
New Contracts needed	260,181
Technical Assistance	
Benson TA Contract	21,000
Dawson MHS Roof Replacement	1,560
RTCC	11,192
Swift County OHV - Master Park Plan	16,550
Grant Writing and Administration	
Appleton RLF Admin	2,100
Benson EDA Grant App	4,000
Browns Valley Flood Recovery	1,200
Clarkfield SCDP Project Income Admin	2,000
Dawson EDA RDGB grant admin	7,000
Granite Falls Memorial Park Funding requets	3,200
Granite Falls Park Conservation Legacy Grant	3,000
LQP County Park Grant # 3	2,520
LQP RLF Admin	2,100
SCDP Admin - Appleton	11,000
SCDP Admin - Benson	1,256
SCDP Admin - Canby	19,000
SCDP Admin - Clara City	11,000
SCDP Admin - Clarkfield	19,500
SCDP - Admin Granite Falls	8,500
SCDP - Admin Milan Watson	16,000
SCDP - App Benson (\$5,000 FY21 HH)	10,000
SCDP - App Dawson (\$5,000 FY21 HH)	10,000
Total Revenue	1,101,859


Expenses		
Salaries/Fringe		885,586
Commissioner's Expense		
Per Diem / FICA		10,800
Public Officials Ins.		3,500
Meeting Expense		1,500
Travel C&C		6,500
Training		1,000
Audit		14,000
Contract for Services		
Eagle Eye Photography - PW		
Vivid Marketing - PW and General		1,500
CST Students - Get Rural		1,750
Strategic Planning		-
Additional Contract work		3,000
Landscape Architect		6,400
Computer Technical Assistance		8,000
Svantis Support		4,000
Structure and Comp Study		8,000
Copy Charge/xerox lease		4,000
Depreciation		4,000
Dues / memberships		5,000
Insurance		1,300
Legal Fees		2,000
Miscellaneous		1,000
Office Rent		12,210
Postage		3,500
Printing/Advertising		4,500
RDC Marketing Item		2,000
Registration/Conference		4,000
Repairs/Maintenance		1,000
Software GMS/GIS/General		8,650
Sub./Publications		2,000
Supplies		4,500
Telephone/Internet		8,000
Staff Expense		
Travel		25,000
Morale		2,000
Wellness		2,000
Web Hosting/Maintenance		3,500
Pass Thru Activity		
Meander		23,000
Prairie Waters Ads		16,000
	Total Expenses	1,094,696
EXCESS REV. OVER EXP.		7,163


UMVRDC FY21 Workplans


In the next five years UMVRDC will work to increase our ability to address critical issues in our region by developing and implementing work in the following five categories. Each strategic direction will have its own annual process that will lead to a set of workplans that will be adopted each year by the UMVRDC. Below is a list of the workplans staff have developed for FY21.

CATEGORY	 OPERATIONS
GOAL	Evolve UMVRDC organizationally to grow staff and board effectiveness, satisfaction, and retention.
INTENT	Internal improvements in policy or process that help attract and maintain talent, operate efficiently, and build capacity.

CATEGORY	 OUTREACH
GOAL	Systematically develop awareness of and interest in UMVRDC capabilities.
INTENT	Efforts here will market the UMVRDC to key stakeholders in order to share information, develop relationships, and increase opportunities for new contracts.

CATEGORY	 CORE PROGRAMS & SERVICES
GOAL	Continue existing UMVRDC programs and services.
INTENT	This represents our ongoing or regular commitments, including contract work, and the bulk of agency revenue and staff time allocation.

CATEGORY	 REGIONAL TRENDS & ISSUES
GOAL	Provide an opportunity for LUGs in the region to learn through convenings and research.
INTENT	In being responsive to our region's emerging needs, this direction will prioritize topics to research, exchange information about, or convene stakeholders around.

CATEGORY	 NEW INITIATIVES
GOAL	Identify and proactively act on opportunities in the region that lead to new UMVRDC programs or services.
INTENT	A limited amount of dedicated time to develop ideas for new, revenue-generating programs or projects.

- EDA PLANNING GRANT**
- EDA CARES SUPPLEMENT**
- TRANSPORTATION MNDOT**
- PRAIRIE WATERS**
- MN RIVER SCENIC BYWAY**
- MEANDER**
- REVOLVING LOAN FUND**
- APPLETON RLF**
- BROWNS VALLEY**
- BENSON TA**
- DAWSON ROOF IMPLEMENTATION**
- LOP COUNTY RLF**
- MADISON BIOME**
- MEMORIAL PARK**
- RTCC**
- SWIFT COUNTY OHV**
- APPLETON SCDP**
- BENSON SCDP**
- CANBY SCDP**
- CLARA CITY SCDP**
- CLARKFIELD SCDP**
- GRANITE FALLS SCDP**
- MILAN/WATSON SCDP**

- EMPLOYER WORKFORCE RECRUITMENT TOOLKIT**
- TRANSPORTATION FORUM**
- DEMO-REHAB WORKSHOPS**
- CHILDCARE RESEARCH**

- ONLINE PRESENCE FACT SHEET**
- ACTIVE LIVING**
- REGIONAL PUBLIC ART**
- LOCAL REHAB ADMIN**

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
Board succession planning strategy	Annually meet with Chairperson to discuss board member openings, succession plans and BOD/officers

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

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:	FY20 Research of Employer's Workforce Recruitment Toolkit
Project Manager:	Melissa Streich
Strategic Direction Category:	Regional Trend and Issue
CEDS Cornerstone:	Community Resources

Scope of Work (what)	Tasks
----------------------	-------

Identify Employer list	<p>Research a list of the employers in the region that we'd like to collect information on their workforce recruitment efforts and receive feedback on regional resources that are already available. Identify a threshold of what that list should look like: Top 30 employers by full-time staff, top industries, healthcare, education, etc.</p> <p>- Get Dawn's approval on list</p>
-------------------------------	--

	Determine contact person for employer
--	---------------------------------------

Feedback & Awareness	Once the list of employers is identified, do an outreach of an email and follow-up with a phone call to set up a zoom meeting to collect feedback and share resources.
---------------------------------	--

	Identify the list of questions to ask employers by being thoughtful of what data would be most helpful for us moving forward. Ex. what materials or resources to they currently use to attract new workforce, what would they like, what are employees asking for, etc.
--	---

	Share the Prairie Waters recruitment tool kit to those within the Prairie Waters Region (similar to the Constant Contact blast Melissa sent out to employers). Share BSAG resources with Big Stone County employers. Do a screen share and walk through the Prairie Waters website, asking for feedback and what would make it easier for them and how they would utilize the website. Assist of embedding the Prairie Waters widget onto their website.
--	--

Analyze & Report Data	Partnership with MNBump
----------------------------------	-------------------------

	Analyze the data and create an infographic
--	--

	Share the findings with employers, chambers, cities, counties, EDAs, etc.
	This data could lead into customized marketing pieces for employers + This data will help create part of the scope of work for the 2021 Prairie Waters Workplan.
	The data will also help drive the content of the 2021-2022 Prairie Waters Visitor/Relocation Guides.
	Brainstorm project
	Outreach + developing partnerships
	Developing Materials
	Collaborating with partners
	Implementation

Project/Program Title:	FY21 Transportation Forum
Project Manager:	Chad
Strategic Direction Category:	Regional Trend and Issue
CEDS Cornerstone:	Foundational Asset

Scope of Work (what)	Tasks
----------------------	-------

The intended outcome of this forum is for the public and LUGS to have the opportunity to hear directly from MnDOT staff and elected officials about how the transportation construction funding formula is determined and what can be done to address the shortfalls.	
Research and Planning	Identify core planning group at MnDOT (D4, D8), elected officials for the region (state, federal), RDC staff at Region 6E, 8 (WCIF?), advocacy organizations (Strong Towns, APA, Transportation for America, Chamber of Commerce, Hwy 23 Coalition, ???)
	Develop forum agenda to establish content to be presented. Find and reserve venue.
	Develop content and supporting documentation: funding sources and formulas, spending guidelines, MnDOT family of plans. https://www.dot.state.mn.us/minnesotago/index50yearvision.html
	Gather positions of elected officials, MnDOT administration and survey the general public
Design	Take research and develop outreach materials used to advertise for the forum or present the information in a digital only format
Website	Put research and findings/results on the UMRDC website
Outreach	Assist with sending out information regarding forum or invitation to online only version and forum findings
Implementation	Hold forum or take part in video/online events and capture feedback
Consolidation and Presentation of Findings	Capture feedback and present to public, MnDOT and elected officials

Project/Program Title:	Demo - Rehab Workshops
Project Manager:	Kirk
Strategic Direction	
Category:	Regional Trend and Issue
CEDS Cornerstone:	Economic Competitiveness

Scope of Work (what)	Tasks
----------------------	-------

<ul style="list-style-type: none"> * Series of community-centric workshops on demo and redevelopment * County level including reps from each community * Single event in each county 	<ul style="list-style-type: none"> - Research best practices and available resources
Research & Planning	<ul style="list-style-type: none"> - Initiate pre-work to develop a summary fact sheet for each community identifying current state of properties inventory - Identify and engage facilitation assistance - Include participation of agencies that work with housing/rehab/redevelopment to discuss issues, ideas and solutions
Implementation	<ul style="list-style-type: none"> - Identify meeting locations - Coordinate scheduling - Coordinate partner participants and facilitation assistance - Miscellaneous meeting(s) details: technology, snacks/refreshments, etc.

Project/Program Title:	Childcare Research
Project Manager:	Laura Ostlie
Strategic Direction Category:	Regional Trend and Issue
CEDS Cornerstone:	Human Capital

Scope of Work (what)	Tasks
----------------------	-------

Identify and reach out to industry leaders	Develop list of questions for industry leaders
	Schedule interviews with industry leaders
	Interview the industry leaders
Identify and interview childcare providers around needs/barriers	Develop list of questions for providers
	Schedule provider interviews
	Research video recording options and editing abilities
	Provider Interviews
	Editing interviews
Platform Development	Create policy platform talking points based on interviews
	Follow up with each of the industry leaders for the review and support
	Review platform
	Edit policy/platform product
Case Studies	Update current case studies based on provider interviews
Information Sharing	Prepare and disburse created materials to key industry leaders, providers, and policy makers

Project/Program Title:
Project Manager:
Strategic Direction Category:
CEDS Cornerstone:

Online Presence Fact Sheet
Melissa Streich
 New Initiative
 Community Resources

Scope of Work (what)	Tasks
<p>Develop a fact sheet with tips, resources, education and the importance of having an online presence to our LUGS. Tips and tricks to spruce up their online presence, web accessibility importance, and utilizing resources and content already available (Prairie Waters & MN Bump). Share the fact sheet with LUGS as an outreach, and offer additional customized assistance (phase II – contract)</p>	
	Phase I -FY20
	FY20 Initial Brainstorming – fact sheet content
<p>Concept Outline</p>	FY20 Development of fact sheet – infographic
<p>ic%20Planning/Strategic%20planning%202019-2023/EXLV_6GyXD5AkfMC-</p>	
	Phase II -FY21
	FY21 Development Marketing Plan
	FY21 Implementation/follow- up

Project/Program Title: Active Living Planning Research FY21
Project Manager: Chad
Strategic Direction Category: New Initiative
CEDS Cornerstone: Community Resources

Scope of Work (what)

Tasks

Research active living plans and develop an outline and draft cost proposal for Active Living Plans.

- Look for opportunities to intersect with SR2S plans, sidewalk plans, trail plans, ADA plans, comp plans. Define how these plans are similar yet different.

- Define what can be accomplished by a community having an active living plan (why would a city do one?)

- What cities in our region might be most interested in doing a plan by sending out a survey?

- Develop a cost proposal for the development of these plans. Gather cost data (and hours spent) from peers

- Define if there are any funding sources that could help fund plans (SHIP, BCBS)

- Gather examples from Mn RDCs, BCBS, NADO other best practices

Investigate how an active living plan can be part of a comprehensive plan

End Product: Outline of Plan

Project/Program Title: Regional Public Art Project - planning
Project Manager: Kristi
Strategic Direction Category: New Initiative
CEDS Cornerstone: Foundational Asset

Scope of Work (what)	Tasks
<p>Planning of a Regional Public Art project for FY22. Consider Meander, Prairie Waters and other current events and develop ideas. Consult with community leaders as needed.</p>	
<p>We want to define what we want a regional public art to accomplish to help us determine how to move forward. We may come up with project ideas.</p>	<p>Identify goals/what we want to accomplish. (ie. Want a public art project in each county.)</p>
	<p>Use list of goals to come up with a project idea(s) and/or a process to come up with project idea(s)</p>
	<p>Identify who should be involved.</p>
	<p>Identify funding resources.</p>

Project/Program Title: Local Rehab Fund Admin
Project Manager: Laura
Strategic Direction Category: New Initiative
CEDS Cornerstone: Economic Competitiveness

Scope of Work (what)	Tasks
----------------------	-------

Research phase for potential administration of rehabilitation funds for our regional LUGS	Research existing regional funds such as DEED, USDA, local EDA's or HRA's
	Accumulate best practice techniques
	Research "Strengthening Rural Communities" eligibility

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
----------------------	-------	----------------

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 Buström	
Strategic Direction Category:	Core Services	
CEDS Cornerstone:	None	

Scope of Work (what)	Tasks	FY 21 projects
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	<p>Establish and maintain an Economic Development Strategy Committee (Strategy Committee) to oversee the CEDS process</p>	
	<p>Define the Strategy Committee’s role and relationships</p>	
	<p>Seek stakeholder input.</p> <ul style="list-style-type: none"> • Develop Annual Survey content and compile results 	
	<p>Adopt a program of work</p>	
	<p>Craft the initial CEDS document and solicit and address public comments</p> <ul style="list-style-type: none"> • SWOT Analysis • Strategic Direction / Action Plan • Evaluation Framework • Economic Resilience • Summary Background 	
	<p>Seek stakeholder input.</p>	
	<p>Finalize CEDS document</p>	
3-YR Planning Grant Resubmittal	<p>Establish SOW</p>	
	<p>Develop budget</p>	
	<p>Draft grant application</p>	
	<p>Review application</p>	
	<p>Submit application</p>	

Project/Program Title:	EDA CARES Supplemental
Project Manager:	Kirk
Strategic Direction Category:	Core Services
CEDS Cornerstone:	None

Scope of Work (what)	Tasks
----------------------	-------

<i>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,</i>	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 (<i>Identify appropriate structure based on feasibility and best practices</i>)	Establish University Center partnership
	Identify contracted public finance consulting
	Conduct research in conjunction w/ partners
	Identify organizational structure
Capitalization (<i>Identify appropriate funding mechanism(s) based on feasibility, sustainability and best practices</i>)	Conduct research in conjunction w/ partners
	Identify capitalization plan
Operations/Administration (<i>Develop operational plan based on feasibility, sustainability and best practices</i>)	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 UMVRDC 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

<p>Conceptual design work</p>	<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>
<p><i>Deployment of disaster recovery coordination to orchestrate our region’s response to the pandemic</i></p>	<p>Regional BR & E - Work with regional ED professionals to develop a formal BR&E initiative throughout the region</p>
	<p>Childcare Industry Analysis & Outreach - Outreach to providers to identify need and coordinate recovery resources</p>
	<p>Broadband Access Analysis & Outreach - Outreach to remaining underserved geographies to identify need and coordinate available resources for broadband access and deployment</p>
	<p>Comp planning / capital improvement planning / resiliency planning - Strategic planning for local units of government addressing proactive planning leading to more resilient communities</p>
<p><i>Provision of technical assistance, as necessary, to local governments, businesses, and other stakeholder organizations</i></p>	<p>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>
	<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
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 UMVRDC 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 -Non-motorized data collection / portable counter administration – Counter in RDC office
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 OPEs 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 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: Orionville to Big Stone NWR, Milan trail to Lac qui Parle lake, Granite Falls to Wagdahl, 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 -Prairie Five Rides TAC Participation
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

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
training/education	Live Wide Open Summit
training/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
social media	Instagram - do more, add to website, #mnrivervalley - selfie along the byway, tshirt at the end
special projects	Implement MNHS grant - map of central region
special projects	Implement Partnership Grant
special projects	Write MNHS grants - other ideas:
special projects	-New geocache project
special projects	-Interp panels writing and design
special projects	Monuments project
website	Website plan - use it more often, partners share it, discovery site managers
website	More website work - make better, utilize funds (3 year plan 2019-2022 - 1 year to determine what we want, 1 year to find funds and 1 year to create new)
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	
---	--

Admin	Post meander stats
Admin	Post meander stats
Admin	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:	Appleton RLF
Project Manager:	Laura
Strategic Direction Category:	Core Services
CEDS Cornerstone:	Economic Competitiveness

Scope of Work (what)	Tasks
----------------------	-------

The UMRDC 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

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
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
----------------------	-------

The UMRDC 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
----------------------	-------

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:	Memorial Park GMRPTC grant writing
Project Manager:	Kristi
Strategic Direction Category:	Core Services
CEDS Cornerstone:	Community Resources

Scope of Work (what)	Tasks
<p>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)</p> <p>Attend up to five (5) meetings and assist with the Memorial Park Implementation Plan</p>	
	Work with city to determine project
	Fill out all required information
	Work with GMRPTC to strengthen application
	All follow up

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
----------------------	-------

<p>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.</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
	Final plan - into portal
	Final plan - into word

Project/Program Title: Appleton SCDP Administration-Year 1
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: 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:	Clara City SCDP Administration-Year 1
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:	Clarkfield SCDP Administration-Year 3
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
Public Infrastructure	Water tower davis bacon duties

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

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

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: July 28, 2020
RE: Elect Board of Directors

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

Board of Director Nominees:

Big Stone County:

Jay Backer – FY21
Michele Backer - Alternate

Chippewa County:

Jim Schmaedeka – FY20, 21
Jim Dahlvang - Alternate

Lac qui Parle County:

Brett Buer - FY21
Jeff Olson - Alternate

Swift County:

Lucas Olson – FY21
Bill McGearry - Alternate

Yellow Medicine County:

Gary Johnson – FY21
Gene Bies - Alternate

ACTION REQUESTED:

Confirm the Nomination of the FY 2021 Board of Directors.

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.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 28, 2020

RE: Elect FY2021 Officers

The nominating committee members (Carrie, Jim, Warren) have been assigned to develop nominations for a chairperson for FY2021. A member of the nominating committee will share the nomination(s) at the meeting.

We will also need nominees for Vice Chair and Secretary/Treasurer, but these nominees must be first nominated for the Board of Directors from the city, township, school and county elected officials in each of the counties in the RDC region.

ACTION REQUESTED:

Confirm the nomination of the FY2021 Officers (Chair, Vice Chair and Secretary/Treasurer)

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: July 28, 2020
RE: Board Membership Appointments

All UMVRDC designated local jurisdiction/elected official positions that are defined in our bylaws are currently filled. If you are an elected official and do not plan to seek reelection this fall, please let Jackie know so we can plan for your replacement.

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

- Dawn Regnier - Minnesota West Community & Technical College Dean of Career and Workplace Solutions
- Carrie Bendix – SW MN PIC Executive Director
- Diane Kepner – Prairie Five Community Action Board Member
- **NEW** Scott Marquardt – Southwest Initiative Foundation Senior Vice President

Using the application and process established by the board, I discussed board membership with Scott who is interested in filling our current public interest representative vacancy. If formally approved at the July meeting along with the other existing public interest representatives I will complete orientation with him.

ACTION REQUESTED

To approve the appointment of the four Public Interest Representatives:

- Dawn Regnier – MnWest Dean of Career & Workplace Solutions
- Scott Marquardt – SWIF Senior Vice President
- Carrie Bendix – PIC Executive Director
- Diane Kepner – Prairie Five Community Action Board Member



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

PUBLIC INTEREST REPRESENTATIVE BOARD MEMBER COMMITMENT

DATE: 6-13-2019

NOMINEE NAME: (First/Middle Initial/Last)

Dawn R. Regnier

MAILING ADDRESS:

1011 First Street West
Canby, MN 56220

PHONE: 507-829-4445 cell Home

507-223-1313 Business

EMAIL: Dawn.Regnier@mnwest.edu

Signature of Nominee: Dawn Regnier

JUL 01 2020

Employer: Regional Development Commission
 Address: Should this be my name Diane Kepner
 City: 23 W. Robertson Ave
 Appleton State: MN Zip: 56208
 County: Swift
 Telephone: 320 297 9153 Cell: 320 297 0288
 Email: 1dkepner@gmail.com

Employment History:
 Zion Church
 Farmers Bank

1. Do you have any experience with or knowledge of the UMVRDC? Please describe.
 I am on the board now. I have learned a lot of what RDC does and the help we provide in our area - Still have a lot to learn though.

2. Why are you interested in becoming a UMVRDC board member?
 I would to continue to be on if possible. I can give info on what Prairie does as that is who I represent.

3. What skills or experience do you feel you could contribute to the UMVRDC Board? (circle all that apply)

- Finance/accounting
- Personnel/human resources
- Administration/management
- Nonprofit experience
- Community service
- Policy development
- Program evaluation
- Public relations, communications
- Education, instruction
- Special events
- Grant writing
- Fundraising
- Outreach, advocacy
- Other (please specify):

4. Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization	Role/Title	Dates of Service
Prairie Tive	Leet.	2010 to now
Zion Church Women	Treasurer	2010 to now

5. What do you believe are the two most significant issues or problems facing the UMVRDC's 5-county area?

Child care

Internet for all & speed

Keeping our region informed of what we do - and how we can help.

6. Please tell us anything else you'd like to share.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

CANDIDATE INFORMATION

Name: Carrie Bendix

Position/Title: Executive Director

Employer: Southwest Minnesota Private Industry Council

Address: 607 Main Street

City: Marshall

State: MN

Zip: 56258

County: USA

Office Telephone: 507.476.4067

Work Cell: 507.476.2188 (best number to reach me)

Email: cbendix@swmnpic.org

Employment History:

I have over 20 years of nonprofit management experience, including 15 years of focusing on addressing the workforce development needs of residents and employers. Currently, I am the Executive Director of the Southwest Minnesota Private Industry Council, Southwest Minnesota Workforce Development Board and the Southwest Minnesota Chief Elected Official WIOA Board. Prior to this position, I worked as the Rural Career Counseling Coordinator for Southwest Minnesota Private Industry Council and the Center Director for Employment Action Center, the employment services division of RESOURCE, Inc (recently renamed to Avivo).

1. Do you have any experience with or knowledge of the UMRDC? Please describe.

Yes, I have served on the UMRDC board since 2018.

2. Why are you interested in becoming a UMRDC board member?

UMVRDC has an essential mission that is vital to our region's economic well-being. In addition, workforce development and economic development are very interrelated. Changes in one will impact the other and vice versa. Becoming a board member could help with the coordination of goals, plans, initiatives, resources and activities in each of the areas that lead to greater positive impact for our region.

3. What skills or experience do you feel you could contribute to the UMVRDC Board? (circle all that apply)

Finance/accounting

X Personnel/human resources

X Administration/management

X Nonprofit experience

Community service

Policy development

X Program evaluation

Public relations, communications

Education, instruction

Special events

Grant writing

Fundraising

Outreach, advocacy

Other (please specify):

4. Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization

Role/Title

Dates of Service

Southwest Minnesota Workforce Development Board, Executive Director, 2017 – Current

Southwest Minnesota Chief Elected Official WIOA Board, Executive Director, 2017 – Current

Upper Minnesota Valley Regional Development Commission, Board Member, 2018 - Current

Suburban Hennepin/Carver Counties Workforce Development Board, Board Member, 2011-2015

5. What do you believe are the two most significant issues or problems facing the UMVRDC's 5-county area?

1) Recovery from the COVID-19 shut down.

2) Recovery from the COVID-19 shut down.

6. Please tell us anything else you'd like to share.

As a Yellow Medicine County resident, it is and would continue to be a privilege to serve on the UMVRDC board. Thank you for your consideration.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

CANDIDATE INFORMATION

Name: Scott Marquardt

Position/Title: Senior Vice President

Employer: Southwest Initiative Foundation

Address: 1312 Oak Drive

City: Montevideo

State: MN

Zip: 56265

County: Chippewa

Telephone: (320) 269-3534

Cell: (320) 583-4629

Email: scottm@swifoundation.org

Employment History:

- Economic Development Director in Montevideo from March 2000 through 10/31/2007
- Southwest Initiative Foundation since 10/31/2007

1. Do you have any experience with or knowledge of the UMRDC? Please describe.

- I have engaged with UMRDC since March 2000 in my employment at both the City and at SWIF. I have engaged with UMRDC staff in many types of engagements including (but not limited to): business finance, Prairie Waters tourism, the CEDS committee, regional talent recruitment, regional planning, and numerous other activities. I certainly have a lot to learn about the organization, but I greatly value my history with the organization too.

2. Why are you interested in becoming a UMRDC board member?

- UMRDC's mission, areas of programming, and core values align with my areas of interest, my career interests, and my day-to-day work activities. This is also my "home" region and where my family has chosen to live for the past 20 years. It would be an honor to serve on the board and to engage with such a high-quality group of staff with this level of integrity, impact, and innovation.

3. What skills or experience do you feel you could contribute to the UMVRDC Board? (circle all that apply)

Finance/accounting

Personnel/human resources

Administration/management

Nonprofit experience

Community service

Policy development

Program evaluation

Public relations, communications

Education, instruction

Special events

Grant writing

Fundraising

Outreach, advocacy

Other (please specify): General Economic Development

4. Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

- Southwest Minnesota Housing Partnership, current Board Chair, member of various committees, on the board since August 2014
- Propel Nonprofits, Board Member and Loan Committee, on the board since 2016
- Blandin Broadband Strategy Board, since 2008
- Greater Minnesota Partnership, Board Member and Treasurer, on the board since April 2019
- Montevideo Police Civil Service Commission, served in all 3 roles, exact duration unknown but several years
- Montevideo Planning Commission, current Vice Chair, also a previous Chair, exact duration unknown but several years
- Montevideo United Methodist Church, current Chair of Staff Pastor Parish Relations Committee
- In the past, I have served on various other boards and committees including: Montevideo Area Chamber of Commerce Board; Montevideo CVB Board; Economic Development Association of Minnesota Board from 2005-2011 (President in 2010); BioBusiness Alliance of Minnesota Board; Minnesota Angel Network Chair of Greater Minnesota Outreach

5. What do you believe are the two most significant issues or problems facing the UMVRDC's 5-county area?

- Child Care and Housing!
- Broadband would be in the top 3 too!

6. Please tell us anything else you'd like to share.

- I am grateful to be considered for this opportunity. As stated before, the mission, programming, and core values of the UMVRDC align wonderfully with my areas of interest, both personally and professionally. Thank you for considering me.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: July 28, 2020
RE: Committee Assignments

Following is a list of appointments from the Commission to advisory boards of the Commission. The members serve at the Commission’s discretion and are re-appointed each year.

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

The Commission also confirms membership to the agency’s three official advisory committees as shown below. In the past we have only provided mileage reimbursement to RLF members but not to Prairie Waters or TAC members. We should discuss if we want to offer all advisory committee members mileage reimbursement. These costs would be charged to each program.

RLF Loan Advisory Committee

The Loan Advisory Board is made up of the following representatives:
5 County Commissioners (one from each county)
5 Economic Development (ED) Representatives (one from each county)
3 UMRDC Representatives (one as the chairman and only votes when a tie occurs) FY20
Representatives were: Gary Hendrickx (Chairman), Gary Johnson & Warren Rau

It was requested that current members who did not wish to continue their membership on the Loan Advisory Board to inform Laura by July 27 and she will report at the meeting if there are any changes to the below committee makeup.

UMVRDC
3 Representatives

Swift County
Joe Fox – County Commissioner
Eddie Masee– EDA/Banker Rep.

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

Big Stone County
Erick Klepel – County Commissioner
Vicki Oakes – EDA/Banker Rep.

Lac qui Parle County
Ben Bothun – County Commissioner
Lucas Strand – EDA/Banker Rep.

Chippewa County
Jeff Lopez – County Commissioner
Austin Hoehne– EDA/Banker Rep.

Western MN Prairie Waters Advisory Committee

The Prairie Waters Advisory Board is made up of the following representatives:
1 representative per all member counties appointed by the county boards.
1 representative from all member cities pledging \$3,500 or more.

The remaining members shall be at-large representing businesses and individuals who are fiscally supporting Prairie Waters.

Swift County

Gary Hendrickx (Chair) – County Commissioner

Chippewa County

Matt Gilbertson – County Commissioner

Yellow Medicine County

John Berends – County Commissioner

Lac qui Parle County

Ben Bothun – County Commissioner

Madison

Maynard Meyer – City Rep./Chamber/Business

Granite Falls

Linda Mathiasen - EDA

Appleton

Angel Molden – Business

Benson

Lucas Olson – City Rep.

Montevideo

Jim Curtiss – City Rep.

Canby

Becca Schrupp – Chamber

Dawson

Tami Schuelke-Sampson – City Rep

Transportation Advisory Committee

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

FY 20 Jim Dahlvang & Gary Johnson to ATP 8/TAC
 Lucas Olson to ATP 4/TAC

The TAC includes: all 5 county engineers, our appointed ATP members, a shipping/hauling industry representative, a public transit representative, a transportation at-large representative, a railroad representative, a tribal transportation representative, a bike/pedestrian representative, a school representative, an emergency services representative and several ex- officio members. That structure was created when the TAC had formal responsibility within the ATP structure. That structure has since changed. The RDC Transportation Planner will examine the structure and purpose for this group in FY2021 so no TAC members are appointed at this time.

ACTION REQUESTED:

1. To appoint RDC representatives to the RLF and ATP/TAC and define if the RDC will pay per diem and mileage for appointees.
2. To approve RDC Advisory Committee Members for the RLF and Prairie Waters.
We also should decide if we will continue to reimburse mileage for advisory committee members.

**FARMERS & MERCHANTS
STATE BANK**

239 N. Miles St. Box 300
Appleton, MN 56208
(320) 289-1454



JUN 23 2020

June 18, 2020

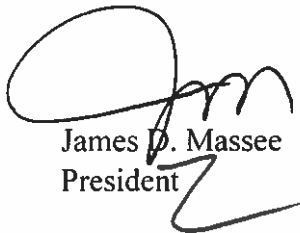
Upper Minnesota Valley
Regional Development Commission
Dawn Hegland
323 W Schlieman Ave
Appleton MN 56208

Dear Dawn:

Thank you for the opportunity for your banking services proposal. As in the past the interest rates that we pay on your deposits is the actual posted rate which as of today is .25%. Our 6 month CD rate is .60% and our 1 year CD rate is .75%.

At this time we do not offer on line bill pay and it is not in our 12 month plan to do so. As in the past we will not pass on any fees associated with the pledging of securities on your deposits.

Sincerely,



James D. Masee
President

JDM/bk



PRAIRIE SUN BANK

MEMBER FDIC

June 29, 2020

JUL 03 2020

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

Dear Dawn:

Prairie Sun Bank has enclosed our rates for your viewing at your annual meeting. If you have any questions please feel free to call us and we can answer any questions for you. We are currently not offering online bill pay and we do not for see it being offered in the near future.

Thank you for letting us serve you over all these years, it has been our pleasure!

Sincerely,

Jesse Peterson, President
Prairie Sun Bank
PO Box 126
Marietta, MN 56257

APPLETON LOCATION
320 289.2545
250 N Miles St | PO Box 159
Appleton MN 56208

MARIETTA LOCATION
320 668.2165
201 3rd Ave N | PO Box 126
Marietta MN 56257

MILAN LOCATION
320 734.4444
240 N 2nd St | PO Box 220
Milan MN 56262



PRAIRIE SUN BANK

MEMBER FDIC

EFFECTIVE 3/11/2020

We are currently paying interest on Savings & Time Deposits as follows:

TYPE OF ACCOUNT	MINIMUM BALANCE FOR APY	COMPOUNDED	ANNUAL PERCENTAGE YIELD
36 Month Certificate	\$1,000	Annually	1.55%
24 Month Certificate	\$1,000	Annually	1.50%
12 Month Certificate	\$70,000	Annually	1.25%
	\$10,000	Annually	1.00%
	\$1,000	Annually	0.75%
12 Month SMALL SAVERS CD Deposits (\$100 minimum) can be added to principal	\$250	Annually	0.95%
182 Day Money Market CD	\$1,000	At Maturity	0.95%
IRA / KEOGH Accts *	\$80,000	Quarterly	1.50%
	\$10,000	Quarterly	1.00%
	\$10	Quarterly	0.75%
Basic Checking (With Interest) *	\$1,000	Monthly	0.20%
Money Market Savings * (6 withdrawals Per month maximum)	\$20,000	Monthly	0.55%
	\$2,500	Monthly	0.40%
Variable Rate Savings * (\$100 minimum to open)	\$1,000	Monthly	0.50%
	\$5.00	Monthly	0.45%

* Rate subject to change after account is opened.

A substantial PENALTY will be assessed for early withdrawals on all certificates. Depending on the term, a penalty of up to 3 or 6 months simple interest will be forfeited on all Certificates redeemed prior to maturity.

Fees may reduce earnings.

Our complete disclosures are available from the tellers upon request.

Powering the Renewal of our Communities

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Director
DATE: July 28, 2020
RE: Depository

The Commission shall take action to designate official depositories for the next fiscal year. In recent years the difference in interest rates has been insignificant in relation to how much work and cost it is to change accounts for our checking and RLF savings accounts.

Our current approved account locations are as follows:

- Prairie Sun Bank - General Checking and Money Market account
- Farmers and Merchants - Two RLF Savings accounts
- State Bank of Bellingham – Three Certificate of Deposits
- Magic Fund – Investments in their Magic Term – currently not being used

I would recommend keeping the four entities as our depository for FY2021.

ACTION REQUESTED:

For the Commission to designate and approve a depository for agency funds for FY2021.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 28, 2020

RE: UMRDC Meeting Schedule

I would like to set the dates for the RDC meetings over the next fiscal year. If you are aware of any state association meetings that conflict with these meetings and that would affect a number of RDC board members, please bring that to my attention and we can discuss possible changes to UMRDC meetings dates.

Each month I will review the draft agenda. If the agenda is particularly light, I will have discussion with the Chairperson and we will decide if we should cancel the upcoming meeting or have the six member Board of Directors meet in place of the entire Commission. All members of the Commission will be notified of any changes.

MONTHLY BOARD MEETING SCHEDULE

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

July 28, 2020 – Annual Meeting-Madison, MN

August 25, 2020

September 22, 2020

October 27, 2020

November 24, 2019

December – **No Meeting**

January 26, 2021

February 23, 2021

March 23, 2021

April 27, 2021

May 25, 2021

June 22, 2021

ACTION REQUESTED:

To approve the Board meeting schedule for FY2021.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: July 28, 2020
RE: Annual Report

The fiscal year 2020 UMRDC Annual Report has been completed and will be presented for adoption at the annual meeting. It will be mailed or emailed to stakeholders throughout our region, state and country. It will also be available digitally on our website. Additional printed copies will be distributed by staff at various meetings and events throughout the rest of the coming year.

I would like to recognize the continued great work of all our staff in developing the content for this report and a special thank you to Melissa and Jordan for gathering, editing and designing the document all in house. This ability helps us maintain our brand and high-quality products that are frequently recognized among our peers. Kudos!

Action Requested

Adoption of the FY2020 UMRDC Annual Report.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: July 28, 2020
RE: Benson Local Assistance Fund Request

The City of Benson has requested assistance with a Small Cities Development Program (SCDP) grant application. The cost of the application is \$10,000. Applications are due to DEED in November 2020.

Benson has submitted a Local Assistance Fund Grant application for less than 50% of the total contract cost, in the amount of \$5,000.

In FY 2021 we have not expended any of the Local Assistance Fund, but there is an additional pending request:

- \$5,000 Dawson SCDP Grant Writing

Local Assistance Fund Grant Program

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

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

The Commission has the following options:

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

ACTION REQUESTED

Review the Local Assistance Fund Application request for \$5,000 from the City of Benson and recommend action.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: July 28, 2020
RE: Dawson Local Assistance Fund Request

The City of Dawson has requested assistance with a Small Cities Development Program (SCDP) grant application. The cost of the application is \$10,000. Applications are due to DEED in November 2020.

Dawson has submitted a Local Assistance Fund Grant application for less than 50% of the total contract cost, in the amount of \$5,000.

In FY 2021 we have not expended any of the Local Assistance Fund, but there is an additional pending request:

- \$5,000 Benson SCDP Grant Writing

Local Assistance Fund Grant Program

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

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

The Commission has the following options:

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

ACTION REQUESTED

Review the Local Assistance Fund Application request for \$5,000 from the City of Dawson and recommend action.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
 Helping Communities Prosper

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

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.

Local Assistance Fund Review Criteria

Date: July 21, 2020	
City/County/Township/Tribal/School District Name: City of Dawson	
Project Name: The City of Dawson SCDP Grant Application	
Cost: \$ <u>10,000</u> Total Estimated Project Cost \$ <u>5,000</u> Total local share \$ <u>5,000</u> Requested Amount from the Local Assistance Fund <i>(50% of the total project cost up to \$5,000.)</i> <hr/> \$ <u>10,000</u> Amount left for cities under 500 if this project is funded \$ <u>0</u> Amount left for other units of government <i>(Pending Approvals)</i>	

Criteria	
No	City under 500 population
No	Received a Local Assistance Fund Grant this RDC fiscal year (July-June)
In progress	UMVRDC proposal accepted and action to be taken at upcoming council meeting
Comprehensive Planning Strategic Planning Grant Writing	Eligible project area:
2020	Year of last contract with RDC: Dawson USDA RLF Application
Yes	Potential for follow up work: Potential grant administration if application is funded
\$10,000	Total contract amount
Yes/No	RDC Recommended for funding DATE: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: July 28, 2020
RE: RLF Annual Report

The fiscal year 2020 UMRDC Revolving Loan Fund (RLF) Annual Report has been completed and will be presented for adoption at the annual meeting. This report will be utilized in a variety of ways, including marketing. Printed copies will be provided to stakeholders, while it will also be available digitally on our website.

Action Requested

Adoption of the fiscal year 2020 UMRDC Revolving Loan Fund Annual Report.

FY 2020 Revolving Loan Fund Report

Prepared by
Laura Ostlie

Community Development Planner



Upper Minnesota Valley
**REGIONAL
DEVELOPMENT
COMMISSION**

Helping Communities Prosper

TABLE OF CONTENTS

Executive Summary.....	2
Status Report.....	2
FY2020 Loan Advisory Board Members.....	2
Total Funds.....	3
Accounts Receivable.....	3
Committed Funds.....	3
Balances Available for Lending.....	3
Approved Loans.....	4
Allotted Funds.....	4
Current Loan Portfolio.....	5
Program Impact Summary.....	6
Loan Fund History.....	7
Marketing.....	7
Frequently Asked Questions (FAQ).....	8



EXECUTIVE SUMMARY

The UMRDC Revolving Loan Fund participated in six projects over the last fiscal year assisting with gap financing for business start-ups and expansions needing working capital, inventory, fixed assets and real estate. A total of \$357,100 in revolving loan funds were lent out and helped generate an additional \$2,149,680 in leveraged financing from public and private sources along with owner investments.

STATUS REPORT *as of June 30th*

Total Loans in Portfolio – 32

Current Loans – 12

Deferred Loans – 19

Delinquent Loans – 0

Defaulted Loans – 1

Loans Approved but Not Disbursed – 0

Loans Paid in Full – 4

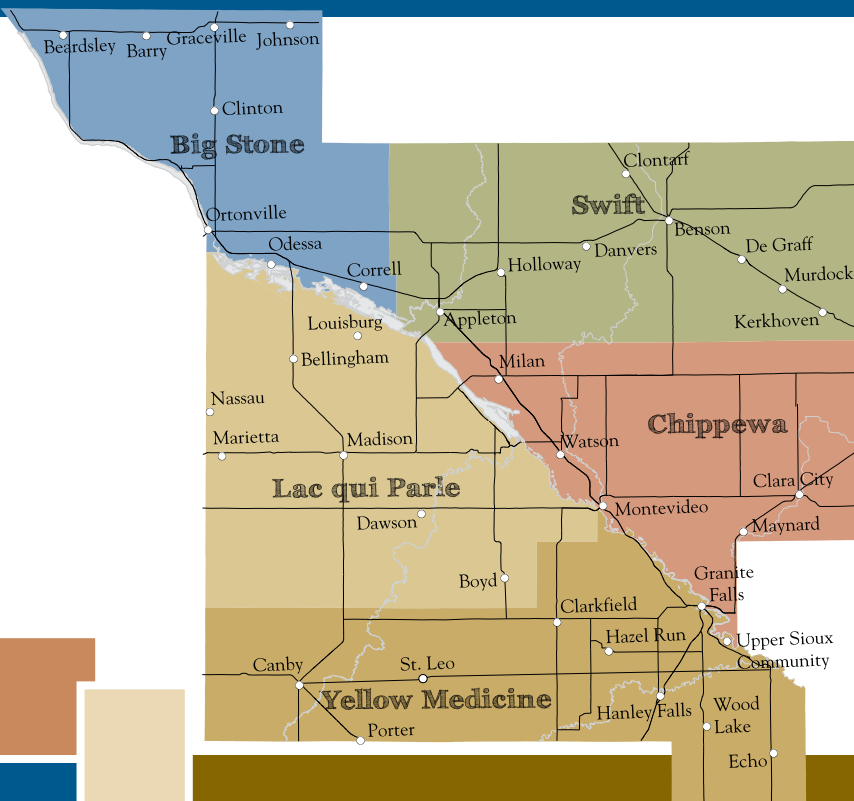
SEWearable Designs - Appleton

Clarkfield Family Foods - Clarkfield

*Southwest Minnesota Private Industry Council -
Montevideo*

SpecSys - Montevideo

Loans Written Off – 0



FY2020 LOAN

ADVISORY BOARD MEMBERS

The Loan Advisory Board met on an as-needed basis to review loan applications and other requests throughout the fiscal year. **The time and dedication by all board members is greatly appreciated!**

Big Stone County

Erick Klepel

County Board

Vicki Oakes

Economic Development Representative

Chippewa County

Jeffrey Lopez

County Commissioner

Mitch McKay

Economic Development Representative

Lac qui Parle County

Ben Bothun

County Board

Carie Driesen

Economic Development Representative

Swift County

Joe Fox

County Commissioner

Eddie Masee

Economic Development Representative

Yellow Medicine County

Glen Kack

County Commissioner

Craig Bakkelund

Economic Development Representative

UMVRDC Representatives

Gary Hendrickx

RLF Chairman

Gary Johnson

Warren Rau

TOTAL FUNDS

Total Funds in Revolving Loan Fund: **\$1,724,052.98**

ACCOUNTS RECEIVABLE *as of June 30th*

Loan Status	2020		2019 Comparison	
	Number of Loans	Outstanding Balance	Number of Loans	Outstanding Balance
Loans Current	12	\$627,716.15	33	\$1,227,464
Delinquent	0	\$0	0	\$0
Default	0	\$7,537.20	0	\$0
Deferred	19	\$795,561.63	0	\$0
Other	0	\$0	0	\$0
Total Receivables	32	\$1,430,814.98	33	\$1,258,713.05

COMMITTED FUNDS *as of June 30th*

Total Funds Committed for Projects:
None

BALANCES AVAILABLE FOR LENDING *as of June 30th*

Total Funds Available for Lending: \$293,887.99

APPROVED LOANS

In FY20, the Revolving Loan Fund (RLF) experienced a slight decrease in the number of inquiries for potential loan requests. Six loans totaling \$357,100 were closed in FY20. Loans for the businesses listed below were approved for equipment, fixed assets, inventory, working capital and real estate. A combination 27.5 full and part-time position were created or retained as a result of these business expansion and retention projects. A total of \$2,149,680 was leveraged in additional public and private funds for the projects listed below. Financial partners in projects included local banks/financial institutions, Southwest Initiative Foundation, Granite Falls Economic Development Authority, and the Benson Economic Development Authority.

Chippewa County

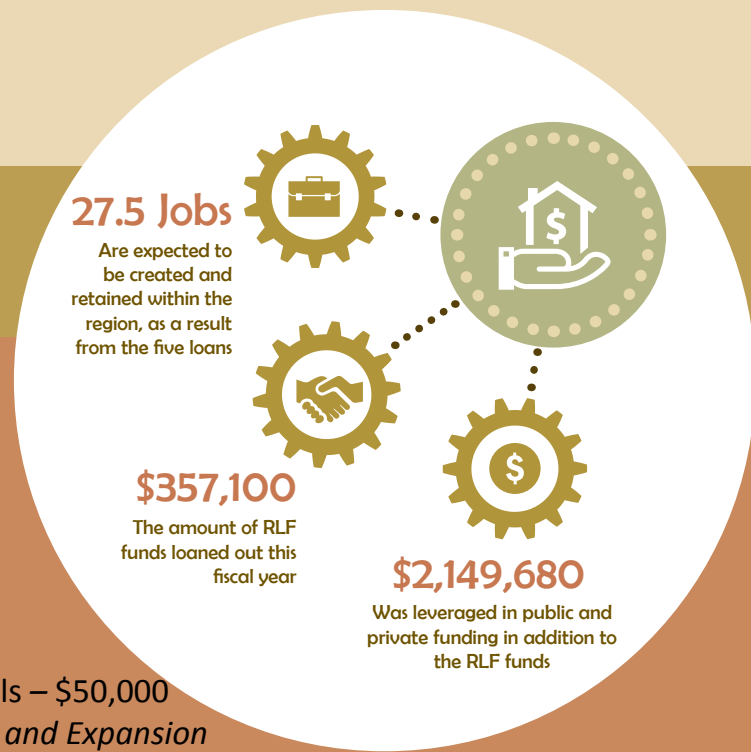
The Dryer Doctors, Montevideo – \$28,000
Real Estate and Inventory – Business Expansion

Swift County

Stony Ridge Foods, Inc, Benson – \$200,000
Equipment and Inventory – Business Expansion

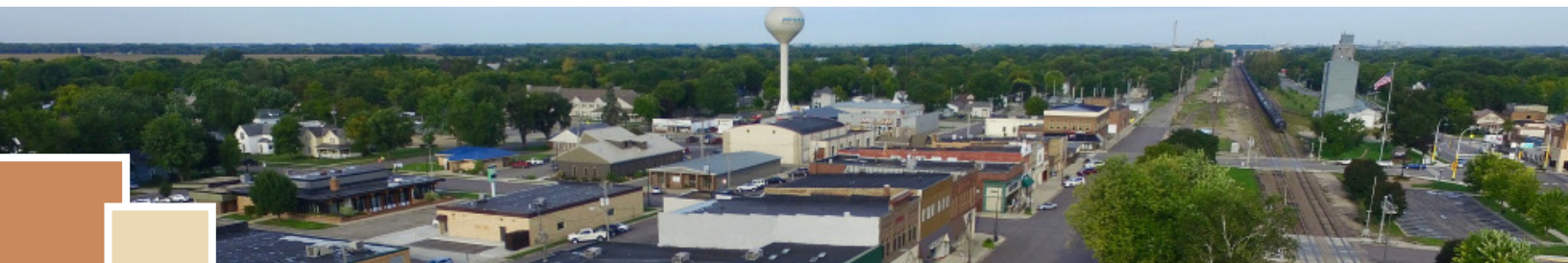
Yellow Medicine County

Krave Wellness, Canby – \$26,000
Equipment – New Business
Korthuis Jewelry, Granite Falls – \$38,000
Inventory and Equipment – Business Acquisition
Falls Cafe and Canoe, Granite Falls – \$15,100
Equipment and Inventory – New Business
Streblow Family Enterprise dba Carl's Bakery, Granite Falls – \$50,000
Equipment and Real Estate – Business Acquisition and Expansion



ALLOTTED FUNDS *as of June 30th*

None



CURRENT LOAN PORTFOLIO *as of June 30th*

Borrower	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Loan Closed	Original RLF Balance at 6/30/20	Disaster RLF Balance at 6/30/20
After Five Supper Club	\$40,000		5.00%	5	9/14/2018	\$37,492.18	
Al's Mercantile	\$50,000		5.00%	10	1/21/2011	\$3,186.48	
Anderson TeBeest Funeral Home	\$69,720		4.50%	7	3/29/2018	\$50,471.02	
Appleton Power	\$40,000		4.00%	10	11/1/2018	\$35,965.88	
Barr's/Conroy Electric, Inc.	\$46,000		4.00%	10	1/5/2012	\$10,584.36	
BK Bar & Grill	\$40,000		5.50%	10	10/5/2018	\$35,210.82	
Books by Kelly	\$20,000		5.00%	5	7/31/2010	\$6,286.00	
Clara City Foods, Inc.	\$100,000	\$100,000	4.00%	10	4/8/2016	\$65,395.87	\$65,395.87
Clarkfield Enterprises, Inc.	\$6,000		4.50%	7	11/1/2017	\$42,171.96	
DoMat's	\$100,000		4.00%	10	8/29/2016	\$67,128.94	
Falls Cafe and Canoe	\$15,100		5.00%	5	6/25/2020	\$15,100.00	
Granite Falls Dairy Queen, Inc.	\$100,000		4.00%	10	4/25/2012	\$25,296.97	
GoFasters Powersports & Marine	\$50,000	\$50,000	5.00%	15	6/14/2019	\$48,613.28	\$48,613.28
Handeland Chiropractic, LLC	\$33,000		5.00%	10	1/5/2011	\$3,225.24	
Headquarters Bar & Grill		\$90,000	5.50%	10	10/26/2018		\$80,746.85
Jamers 1 Stop		\$20,000	4.50%	5	3/1/2018		\$12,577.01
KEC of Granite Falls DBA Picht's	\$50,000		4.00%	10	5/26/2016	\$32,356.16	
Krave Wellness Studio	\$26,000		5.00%	5	7/24/2019	\$23,323.50	
Korthuis Jewelry	\$38,000		4.00%	7	6/19/2020	\$38,000.00	
Lumpy's Inc.	\$30,000		5.00%	5	12/14/2017	\$17,393.01	
Merritt Construction, Inc.	\$10,000		4.50%	12	7/11/2012	\$2,562.61	
Northern Geo, LLC	\$50,000	\$100,000	4.00%	10	2/27/2014	\$23,187.07	\$46,374.15
Northern Geo, LLC (2)	\$60,000	\$20,000	4.25%	10	1/6/2017	\$43,650.97	\$14,550.32
R&R Outdoors	\$11,000		4.00%	10	8/23/2013	\$7,537.20	
SEWearable Designs (2)	\$27,250		4.50%	10	2/14/2017	\$20,275.50	
Stone Ridge Foods, Inc	\$150,000	\$50,000	4.00%	10	6/30/2020	\$150,000.00	\$50,000.00
Streblov Family Enterprise DBA Carl's Bakery		\$50,000	5.00%	10	8/30/2019		\$48,163.34
The Dryer Doctors	\$34,000		4.50%	10	8/14/2017	\$26,634.14	
The Dryer Doctors (2)	\$28,000		4.50%	10	7/31/2019	\$26,749.40	
The Sawmill	\$50,000		4.00%	10	3/31/2010	\$22,965.48	
Trish's Catering	\$38,000		4.25%	10	5/31/2017	\$29,181.48	
Western Consolidated Cooperative	\$100,000	\$100,000	4.25%	10	10/24/2017	\$77,224.32	\$77,224.32

PROGRAM IMPACT SUMMARY

Since the RLF was incorporated in August of 1988, the fund has made a significant impact on the economic growth and employment opportunities in Region 6W. The RLF has completed the following loan activities in its lifetime:

Economic Impact	Total
Number of Loans Closed	136
Loan Amounts	\$7,532,230.00
Private Dollars Leveraged	\$120,506,349.00
Public Dollars Leveraged	\$20,799,468.00
Owner Equity	\$38,925,417.00
Jobs Created	1,206
Jobs Retained	1,741.5
Business Type:	
Start-Up	46
Expansion	56
Retention	34
Total	136
Classification:	
Industrial	59
Commercial	34
Service	43
Total	136

LOAN FUND HISTORY

The Western Minnesota Revolving Loan Fund (RLF) was established on December 5, 1988. Big Stone, Chippewa, and Swift Counties and the U.S. Department of Commerce Economic Development Administration (EDA) originally provided capital for the RLF. In 1993, the RLF was recapitalized with EDA funds and matching funds from all five counties in Region 6W. With this recapitalization, businesses in Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine Counties were eligible to receive loans.

The RLF was again recapitalized with EDA and county funds in 2001 to create a separate disaster fund for Chippewa and Yellow Medicine Counties and after once revolved would be combined with the existing revolving loan fund for all counties to utilize. A request to combine funds in August 2006 was submitted to EDA for approval and action. In December 2010, EDA combined the UMRDC's two funds into one.

In February 2013, the UMRDC was awarded \$400,000 from the Department of Commerce Economic Development Administration (EDA) for an additional loan fund. Funds were matched by each of the UMRDC's counties: Big Stone, Chippewa, Lac qui Parle, Swift & Yellow Medicine. Matching funds from the counties totaled \$100,000 bringing the additional funding to a total of \$500,000. For the purposes of this report, numbers for the original fund and the new fund are combined. Currently, the UMRDC has two loan funds in which it can award loans to aid economic development in our region.

MARKETING

The UMRDC RLF has tried a variety of different marketing approaches. Many of the loan requests came from local lender referrals, along with board members and local economic development staff promoting our program. UMRDC staff continues to make regular contact with financial and economic development professionals throughout the region, which also serves as a valuable marketing strategy to ensure compliance with EDA's lending standards. UMRDC staff have completed videography and interviews with some of our current loan portfolio businesses. These videos and marketing materials produced have been utilized on our website and social media outlets and are available for our businesses to utilize within their own marketing venues. Staff will be continuing to market these funds over the next year and relying on existing partnerships with local EDA's, Small Business Development Center, and lenders to help bring forth quality loan projects for consideration.

FREQUENTLY ASKED QUESTIONS (FAQ)

Loan Size

- \$5,000 - \$200,000

Type of Assets Financed

- Equipment
- Inventory
- Working capital (with additional restrictions)
- Real Estate

Terms

- Fixed assets financed at a maximum of 10 years
- Real estate financed at a maximum of 20 years
- Working capital financed at a maximum of 5 years
- Average financing is 5 – 7 years

Interest Rates

- Not less than 4 percent below prime with a minimum of 4 percent or 75 percent of the prime interest rate listed in the Wall Street Journal, whichever is less.
- Most loans are made at 4 – 7 percent
- Fixed Rate

Equity & Collateral

- Minimum of 10 percent borrower equity (in-kind equity allowed)
- All loans must be secured with available assets, inventory, real estate, personal guarantees, etc.

Repayment

- Monthly payments are made through electronic transfer (ACH)

Other Requirements

- Applicant must attend Loan Advisory Board meeting (2nd Monday of month)
- Project must demonstrate a gap financing need
- Bank participation is required

The UMVRDC may use one or more of the following incentives to accomplish the objectives of the RLF:

- Lower Interest Rates
- Longer Terms
- Balloon Payments
- Lower owner investments and/or sweat equity may be considered
- Subordinated positions