



UMVRDC BOARD MEETING AGENDA
November 23, 2021 - 6:30PM
Appleton National Guard Armory

Pledge of Allegiance

Introductions: New Staff-Brianna Sanders & Ciaran Glynn

Approve Agenda/Additions

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

1. **Action Items**

- a. FY21 Audit Presentation
- b. Madison Local Assistance Fund Request
- c. RLF Recapitalization Application Request

2. **Information Items**

- a. Executive Director Update
- b. Loan Status Report

3. **Discussion Items**

NONE

4. **Consent Agenda Items**

- a. October 2021 Meeting Minutes
- b. October 2021 Treasurer's Report and Board Payment Listings
- c. RLF Treasurer's Report
- d. Swift County Grant Writing
- e. EDA Grant Consultant
- f. UMRDC Organizational Analysis and Compensation Study Contract
- g. CEDS Draft
- h. Benson SCDP Grant Administration Contract
- i. Dawson SCDP Grant Administration Contract

NOTE: All items listed under consent agenda will be enacted by one motion. Upon request, member can remove items from the consent agenda list and have them considered separately under Action Items.

Citizen Comments:

Adjournment:

Happy Holiday's
No planned meeting for December
Next meeting: Tuesday, January 25, 2022

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

ACTION MEMO

TO: UMVRDC Commissioners
FROM: Matt Moe, Finance Director
DATE: November 23, 2021
RE: FY 2021 Audit Report

Amy Bjornjeld of Dana F. Cole and Company will be reviewing and discussing the agency FY 2021 audit that was conducted in September. The final report will be presented in detail.

ACTION REQUESTED

To approve the FY 2021 audit as presented.



**DANA F. COLE
& COMPANY** LLP
CERTIFIED PUBLIC ACCOUNTANTS

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November 9, 2021

To the Board of Commissioners
Upper Minnesota Valley Regional Development Commission
Region Six West
323 West Schlieman Avenue
Appleton, Minnesota 56208

We have audited the financial statements of the governmental activities and each major fund of Upper Minnesota Valley Regional Development Commission, Region Six West for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 6, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Upper Minnesota Valley Regional Development Commission, Region Six West are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during FY21. We noted no transactions entered into by the Upper Minnesota Valley Regional Development Commission, Region Six West during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Commission's financial statements were:

- Management's estimate of certain receivables is based on their current knowledge of grant agreements and expenses incurred. We evaluated the receivable calculations performed by management.
- Management's estimate of the allowance for notes receivable is based on management's prior experience with borrowers. We evaluated the key factors and assumptions used to develop the allowance for notes receivable in determining that it is reasonable in relation to the financial statements taken as a whole.

- Management's estimate of the net pension liability for PERA is based on an actuarial study.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 9, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Upper Minnesota Valley Regional Development Commission, Region Six West's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Upper Minnesota Valley Regional Development Commission, Region Six West's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Upper Minnesota Valley Regional Development Commission
November 9, 2021
Page three

Other Matters

We applied certain limited procedures to the management's discussion and analysis and the GASB 68 Pension Schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

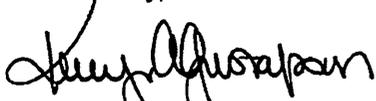
We were engaged to report on the individual major fund financial statements and the schedule of expenditures of federal awards, which accompanies the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section and the schedule of funding - State and Federal Sources, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the Board of Commissioners, management of Upper Minnesota Valley Regional Development Commission, Region Six West, federal awarding agencies and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.

Yours truly,



KERRY A. GUSTAFSSON
For the Firm

e-mail: gustafsson@danacole.com
direct line: 402.479.9321

KAG:bjl

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Jack Gottfried, EDA Planner
DATE: November 23, 2021
RE: City of Madison EDA LAF Application

The City of Madison has requested assistance with an Economic Development Administration (EDA) grant application. The cost of the application is \$10,000.

Madison has submitted a Local Assistance Fund Grant application for \$4,000.

In FY2022 we expended the following from the Local Assistance Fund:

\$4,000 – City of Granite Falls, SCDP Application

\$4,000 – City of Ortonville, SCDP Application

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.

- a. 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.
- b. We wanted to fund grant writing that has the potential to generate follow up grant administration for the RDC.
- c. 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:

1. Fully fund the application
2. Partially fund the application
3. Deny the application

ACTION REQUESTED

Review the Local Assistance Fund Application request for \$4,000 from the City of Madison 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:

City/County/Township/Tribal/School District Name: City of Madison

Project Name: Madison EDA Application

| |
|---|
| <p>Cost: \$ <u>10,000</u> Total Estimated Project Cost \$ <u>4,000</u> Requested Amount from Local Assistance Fund (50% of the total project cost up to \$4,000.) \$ <u>12,000</u> Amount left for cities under 500 \$ <u>12,000</u> Amount left for other units of government</p> |
|---|

| Criteria | |
|---|--|
| Yes/No | City under 500 population |
| Yes/No | Has not received a Local Assistance Fund this UMVRDC fiscal year (July-June) |
| Yes/No | UMVRDC proposal accepted and contract in place |
| Comprehensive Planning Strategic Planning Grant Writing | Eligible project area: Grant Writing |
| FY21 | Year of last contract with UMVRDC |
| Yes | Potential for follow up contract administration |
| \$10,000 | Total contract amount |
| Yes/No | UMVRDC Recommended for funding DATE: _____ |

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Lori Tostenson, RLF Loan Officer

DATE: November 23, 2021

RE: RLF Recapitalization Application Request

There is an opportunity to bring additional RLF business lending funds to our region to support new and growing businesses. The RDC would like to apply for the EDA FY 2021 American Rescue Plan Act Economic Adjustment Assistance Notice of Funding Opportunity to recapitalize the UMRDC Revolving Loan Fund. The current funding opportunity would be funded using 80% federal money and 20% local match which would be provided by the counties in the region. This lower match requirement is due to funds available due to COVID. Normally funds are matched are 50% federal funds to 50% local funds rate. Currently, we are in the process of seeking approval from the 5 counties for their willingness to financially support the recapitalization effort by authorizing matching funds.

Should the UMRDC receive approval from the 5 counties for their support with matching funds for the recapitalization, we are seeking board approval to complete the grant application. The application deadline is January 2022.

ACTION REQUESTED:

Authorization to submit an application to the EDA for the recapitalization of the UMRDC Revolving Loan Fund contingent upon the approval of the matching funds from the Region 6w counties.

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: November 23, 2021
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.

- Significant time preparing for new staff
 - Technology set up
 - Offices moved and set up
 - Onboarding notes and workplans developed
 - Policy review and orientation with both new staff
- Kristi is doing most of the project mentoring for Ciaran with the transit study and I am doing mentoring with Brianna for transportation.
- Reviewed and discussed proposal for the RDC organizational and compensation analysis. Follow up work providing consultant background and agency information.
- Management team work preparing for November progress report meeting.
- Attended virtual board meeting for SW Mn Housing Partnership.
- Significant time working on new EDA grant writing proposals, contracts and securing consultant contracts, preparing technology sharing capacity, and reviewing and sharing guidelines and application background.
- Implementing technology replacement plan, ordering replacement computers, and communicating with IT support for roll out.
- Working on RFP requirements for Appleton and Madison CDBG CV Broadband projects.
- Several meetings and follow up on CEDS strategies with Jack and Kristi.
- Consulting with MnDOT and local governments around the MnDOT Transportation Alternative and Safe Routes to School processes.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Lori Tostenson, Loan Officer

DATE: November 23, 2021

RE: RLF Loan Status Report

DEFAULTS (90days+), DELINQUENT (less than 90 days),

No update

CURRENT LOAN APPLICATION UPDATE

We currently have no applications that have been submitted for review but have received a few loan inquiry calls regarding the programs we have available.

CLOSED LOANS

10th AVENUE REBUILDERS LLC-Loan closed for \$188,820. Funds from the UMRDC CARES Act RLF.

RDC BOARD APPROVED LOANS-NOT DISBURSED

H & H Veterinary Service, P.A.-Approved a 6 month loan extension due to flood insurance issues and a possibility of a different site for business expansion.

PAID OFF

None

CARES RLF BALANCE UPDATE

A mix of retail, some service, and some industry. We have 2 years (until June 2022) to lend out the \$1,720,000 in new CARES RLF.

CARES Act RLF Loan Balance-7/2020

| | | | |
|---|-------------|------------|---------------|
| | \$1,720,000 | | |
| Sunshine & Whiskey | (\$77,100) | 10/4/2020 | Watson |
| Lein Lumber | (\$90,000) | 10/21/2020 | Madison |
| Granite Falls Woodworks | (\$51,000) | 11/4/2020 | Granite Falls |
| Devos Paint and Body | (\$88,000) | 11/24/2020 | Dawson |
| Madsen Family Chiropractic, PLLC | (\$117,000) | 12/29/2020 | Montevideo |
| Williams Family Companies, LLC-Squeaky Clean Car Wash | (\$118,000) | 1/14/2021 | Granite Falls |
| Evenson Properties, LLC -Ambient Chiropractic | (\$107,500) | 2/12/2021 | Benson |
| Hanson & Dahl Funeral Home Inc d/b/a Anderson TeBeest | (\$60,000) | 2/18/2021 | Granite Falls |
| The Montevideo Design Group, LLC | (\$200,000) | 3/18/2021 | Montevideo |

| | | | |
|--|-------------|-----------|---------------|
| JAT HOLDINGS, LLC | (\$200,000) | 3/29/2021 | Monteideo |
| Wager Chiropractic, P.L.L.C. | (\$39,572) | 5/18/2021 | Dawson |
| Fernholz Concrete, LLC dba Fernholz Grading | (\$32,000) | 6/29/2021 | Madison |
| Dustin German dba Monteideo River Side Auto Body | (\$50,000) | 7/20/2021 | Monteideo |
| Handeland Granite Falls LLC | (\$101,008) | 8/12/2021 | Granite Falls |
| 10th AVENUE REBUILDERS, LLC | (\$188,820) | 11/9/2021 | Monteideo |

TOTAL CARES Act RLF LOANS CLOSED **(\$1,520,000)**

RDC Approved/Committed not closed

| | | | |
|--------------------------------|-------------|--|--------|
| H & H Veterinary Service, P.A. | (\$200,000) | | Benson |
| | (\$200,000) | | |

BALANCE of CARES Act RLF Loans available for lending **\$0**

\$87,579.76 Available in Disaster Funds

\$363,753.14 Available in Original Funds

OTHER

None

INFORMATIONAL ONLY- No Action requested

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission

Appleton National Guard Armory

October 26, 2021

Board Members Present: Diane Kepner, Gary Hendrickx, Aaron Koosmann, Michele Backer, Jay Backer, Ben Bothun, John Cole, Scott Marquardt, Lucas Olson, Jeff Olson, Chuck Swanson, Carrie Bendix, Brett Buer, Erich Winter

Board Members Absent: Dawn Regnier, Denise Hanson, Mark Bourne, Rusty Dimberg, Bill McGeary, Bill Pauling, Jim Schmaedeka, Gary Johnson

Guests: NONE

Staff Present: Dawn Hegland, Jackie Sigdahl, Lori Tostenson, Jack Gottfried, Kristi Fernholz

Call to Order

The meeting was called to order at approximately 6:30pm by Chairman

Pledge of Allegiance conducted

Introductions made

Approve Agenda/Additions

M/S/P – Brett Buer, Jay Backer made motion to approve the agenda with the addition of 1a Travel Request for Jack Gottfried.

Round Robin Discussion:

- *Gary Hendrickx, Swift County:* Remodeling continues with the basement of the law enforcement center.
- *Jay Backer, Big Stone County:* Levy at 1%. Big Stone County will be hosting the AMC conference.
- *Gary Johnson, Yellow Medicine County:* absent
- *Rusty Dimberg, Big Stone County Townships:* absent
- *Brett Buer, Dawson/Boyd Schools:* Project continues to go well. Plan to be using the new kitchen by end of November.
- *James Schmaedeka, Chippewa County Townships:* absent
- *Bill Pauling, Chippewa County:* absent
- *Mark Bourne, LqP County Townships:* absent
- *Jeff Olson, LqP County Municipalities:* passed
- *Aaron Koosmann, Swift County Townships:* passed
- *Ben Bothun, LqP County:* Meetings continue with the new Center-nearly to the design phase.
- *Diane Kepner, Prairie Five CAC, Inc:* Dealing with head start teacher vaccinations.
- *Bill McGeary, Benson Schools:* absent
- *Lucas Olson, Swift County Municipalities:* passed
- *Dawn Regnier, Canby Citizen:* absent

- *Carrie Bendix, Private Industry Council*: October was manufacturing month. A summit was held on health programs. Continue to work with youth on career exploration events.
- *Erich Winter, Chippewa County Municipalities*: passed
- *Chuck Swanson, Upper Sioux Community*: The community bought Prairie Rose Assisted Living and turning it into a 10-unit homeless housing/workforce housing. Hoping to have remodeling done and using the building in 30 days.
- *Michele Backer, Big Stone County Municipalities*: Signed a contract with Essentia Health to keep the assisted living in town.
- *Scott Marquardt, SWIF*: Businesses selected by DEED for business relief grants will be managed by SWIF. Grants available aimed at main street revitalization have been announced – Granite Falls was selected in our region.
- *Denise Hanson, Yellow Medicine County Municipalities*: absent
- *John Cole, Yellow Medicine County Townships*: passed

1. **Action Items**

a. Travel Request for Jack Gottfried

Jack was awarded The Bob Ady Scholarship, which allows free attendance to the Mid-America Economic Development Council's conference in December 2021. The scholarship gives up to \$2000 in reimbursement expenses.

M/S/P – Scott Marquardt, Michele Backer made motion to approve Jack Gottfried attendance at the Mid-America EDC Competitive Conference in Chicago.

2. **Information Items**

- Planner Update – A detailed summary of current contracts and projects being worked on by various staff.
- Executive Director's Report – A brief summary of activities that have required Dawn Hegland's time and attention.
- RLF Update Loan Status Report on the detailed activity/inactivity of current and potential loans with the original, disaster and cares accounts.

3. **Discussion Items**

a. Recapitalization of the Revolving Loan Fund

Presentation by Lori Tostenson. Discussion about the opportunity to apply for additional RLF funds through the EDA. Grants submitted and selected would be funded using 80% federal money and 20% local match, which would be provided by the 5-counties. Normally these funds are matched at a 50/50 rate. Applications will be due March 2022.

b. Meander 2021

Presentation by Kristi Fernholz. The 2021 economic impacts were presented for the 18th Meander Art crawl. The history and background of this event was shared and what the role of the UMRDC is with this regional project.

4. **Consent Agenda**

- September 2021 Meeting Minutes
- September 2021 Treasurer's Report and Board Payment Listings
- RLF Treasurer's Report

- d. Meander MN State Arts Board Grant
- e. Ecommerce Training Contract
- f. Meander Website Update Contract
- g. Meander Social Media Contract
- h. Meander Videos Contract
- i. Prairie Water Guide Proposal
- j. EDA Grant Consultant
- k. Benson EDA Grant Writing Contract
- l. Madison EDA Grant Writing Contract
- m. September BOD Minutes

M/S/P – Jay Backer, Jim Schmaedeka made motion to accept and approve the Consent Agenda items in one motion as follows:

- Approval of the September 2021 meeting minutes
- Approval of the September 2021 Treasurer's Report and Board Payment Listings 21633-21680 and all ACH transactions
- Approval of the RLF treasurer's report: Lending balances - Original \$349,723.90 and Disaster \$81,429.12 and CARES \$0
- Approval of the executive director's signature on the grant application to the Minnesota State Arts Board
- Authorization for signature on the consulting contract with Vivid Image for e-commerce digital marketing educational training
- Authorization of signature on the contract with Laura Borgendale for updates to Meander website
- Approval of signature on the contract with Bethany Whitehead for research and coordination of social media for Meander
- Approval of signature on the contract with Pioneer PBS for Meander videos to be used for marketing
- Authorization for signature on the contract with Greenspring Media for the creation and printing of the 2022-2023 Prairie Waters Visitor/Relocation Guide
- Authorization to approve the consulting contract with Cheryl Glaeser of Achieve Consulting for EDA grant writing services
- Authorization to enter into a contract with the City of Benson for EDA grant writing services and to authorize the approved signature to the contract
- Authorization to enter into a contract with the City of Madison for EDA grant writing services and to authorize the approved signature to the contract
- Recommend that the compensation study proposal is shared with the BOD and management team of Dawn, Kristi and Matt and the BOD will be invited to sit in on the proposal interview if needed. That the BOD will also be the working committee throughout the process with full details and recommendations from the result of the project presented to the entire UMVRDC board.
Recommend revising the UMVRDC scholarship eligibility and process
Recommend revising the UMVRDC remote work policy

Citizen Comment

none

Adjournment

Motion made by Michele Backer, Carrie Bendix at 7:30pm. 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 Director
DATE: November 23, 2021
RE: October 2021 Treasurer's Reports & Payment Listing

Attached is the treasurer's report for October 2021. On the bottom of the revenue report is the current and year to date pass-thru revenue that is not included on the itemized revenue report. Pass-through items include things like payments to grants recipients; Meander and Tourism ads and special activities; Byway projects as well. At the end of the disbursement report are the agency bank balances for all accounts.

Also enclosed is the board payment listing that includes all checks and ACH payments for the month of October 2021.

ACTION REQUESTED:

For the Commission to approve the October Treasurer's Report, and Board Payment Listing with all checks (check # 21681-21724) and all ACH transactions.

October 2021 Check/ACH Listing

| <u>Check#</u> | <u>Check Date</u> | <u>Vendor Name</u> | <u>Check Amount</u> | <u>Description</u> |
|----------------|-------------------|--|---------------------|----------------------------------|
| 21681 | 10/06/2021 | The Journal | 379.87 | meander ads |
| 21682 | 10/06/2021 | Appleton Press | 224.20 | subscription/paper/ads |
| 21683 | 10/06/2021 | Big Stone Radio | 200.00 | meander ads |
| 21684 | 10/06/2021 | CANBY NEWS | 84.00 | meander ads |
| 21685 | 10/06/2021 | CITY OF APPLETON | 1,016.67 | oct rent |
| 21686 | 10/06/2021 | CULLIGAN WATER CONDITIONING | 64.50 | sept service/water/cooler rental |
| 21687 | 10/06/2021 | DAWSON SENTINEL | 126.54 | ads-meander/PW |
| 21688 | 10/06/2021 | DONS FOOD PRIDE | 23.02 | supplies |
| 21689 | 10/06/2021 | Federated Telephone, Inc | 323.50 | internet/IT |
| 21690 | 10/06/2021 | Headwaters Media | 200.00 | meander ads |
| 21691 | 10/06/2021 | KDMA - Ingstad Broadcasting | 200.00 | meander ads |
| 21692 | 10/06/2021 | Minnesota Public Radio | 950.00 | meander ads |
| 21693 | 10/06/2021 | Ortonville Independent | 168.00 | meander ads #65943/#66083 |
| 21694 | 10/06/2021 | Pioneer PBS | 1,500.00 | meander videos |
| 21695 | 10/06/2021 | S & L General Contracting | 12,640.00 | 681 prentice st |
| 21696 | 10/06/2021 | Shelly Kranz | 299.25 | cleaning service |
| 21697 | 10/06/2021 | Stevens County Times | 127.26 | meander ads |
| 21698 | 10/06/2021 | Swift County Monitor-News | 99.00 | meander ads |
| 21699 | 10/06/2021 | The Free Press Media and The Land | 450.00 | meander ads |
| 21700 | 10/07/2021 | Fiesta Time Rental | 719.06 | slide rental-pw event |
| 21701 | 10/20/2021 | Gary Johnson | 172.99 | board meeting |
| 21702 | 10/19/2021 | Argus Leader | 600.00 | meander ads |
| 21703 | 10/19/2021 | Bluestem Heritage Group | 275.00 | byway |
| 21704 | 10/19/2021 | Brookings Register | 499.00 | meander ads |
| 21705 | 10/19/2021 | Chase Card Services | 573.33 | staff morale/employment ad |
| 21705 | 10/19/2021 | Chase Card Services | 54.00 | lt: reimburse/registration |
| 21705 | 10/19/2021 | Chase Card Services | 1,097.92 | kf: zoom/meander supplies |
| 21705 | 10/19/2021 | Chase Card Services | 387.66 | jh: postage/pw event supplies |
| 21705 | 10/19/2021 | Chase Card Services | 166.04 | mm: onstar/supplies/travel |
| 21705 | 10/19/2021 | Chase Card Services | 110.48 | adobe/pw ads |
| 21706 | 10/19/2021 | Clara City Herald | 84.00 | meander ads |
| 21707 | 10/19/2021 | Forum Communications Company | 1,102.00 | meander ads |
| 21708 | 10/19/2021 | GateHouse Media South Dakota Holdings, Inc | 292.12 | meander ads |
| 21709 | 10/19/2021 | Headwaters Media | 172.50 | nick fairbanks ad |
| 21710 | 10/19/2021 | Java River Coffee Shop | 299.25 | meander |
| 21711 | 10/19/2021 | KERKHOVEN BANNER | 84.00 | meander ads |
| 21712 | 10/19/2021 | KLQP | 203.50 | meander ads |
| 21713 | 10/19/2021 | MN PEIP | 6,796.64 | nov coverage #1126737 |
| 21714 | 10/19/2021 | Montevideo Publishing | 201.00 | meander/pw |
| 21715 | 10/19/2021 | Regents of the University of MN | 3,262.50 | student worker |
| 21716 | 10/19/2021 | Southwest News Media | 349.00 | meander ads |
| 21717 | 10/19/2021 | STAR TRIBUNE | 1,775.00 | meander ads |
| 21718 | 10/19/2021 | Western Guard | 126.00 | meander/pw |
| 21719 | 10/19/2021 | Xerox Corporation | 315.28 | base charge |
| 21720 | 10/20/2021 | Dixon/Satre Construction LLC | 18,050.00 | 706 13th St, Clarkfield |
| 21721 | 10/20/2021 | Prairie Five CAC | 250.00 | 706 13th St, clarkfield |
| 21722 | 10/20/2021 | S & L General Contracting | 5,600.00 | 335 5th Ave, GF |
| 21723 | 10/20/2021 | Scarcely Ltd. | 450.00 | 381 5th Ave, GF |
| 21723 | 10/20/2021 | Scarcely Ltd. | 450.00 | 1414 12th Ave, clarkfield |
| 21723 | 10/20/2021 | Scarcely Ltd. | 450.00 | 912 8th St, clarkfield |
| 21724 | 10/20/2021 | The Osseo Construction Company LLC | 219,119.07 | watertower project-request 4 |
| ACH | 10/07/2021 | Federated Telephone, Inc | 279.35 | Telephone/Internet |
| ACH | 10/06/2021 | Delta Dental | 893.10 | Dental Insurance |
| ACH | 10/05/2021 | MN State Retirement System | 1,222.00 | Staff PR Deferred comp |
| ACH | 10/05/2021 | Internal Revenue Service | 5,242.19 | UMVRDC Staff PR taxes |
| ACH | 10/05/2021 | State of Minnesota | 904.00 | Staff State taxes |
| Direct Deposit | 10/05/2021 | PSB-Upper MN Valley RDC - Staff PR | 15,552.26 | Staff Payroll |
| ACH | 10/05/2021 | Public Employees Retirement Assoc | 3,569.36 | Staff PR PERA |
| ACH | 10/20/2021 | Internal Revenue Service | 5,089.20 | UMVRDC Staff PR taxes |
| ACH | 10/20/2021 | State of Minnesota | 904.00 | Staff State Taxes |
| ACH | 10/20/2021 | MN State Retirement System | 1,222.00 | Staff PR Deferred comp |
| ACH | 10/20/2021 | Public Employees Retirement Assoc | 3,569.36 | Staff PR PERA |
| ACH | 10/05/2021 | Further Select Account | 1,935.73 | Staff PR HSA |
| ACH | 10/20/2021 | Further Select Account | 1,935.73 | Staff PR HSA |
| Direct Deposit | 10/20/2021 | PSB-Upper MN Valley RDC - Staff PR | 15,659.06 | Staff Payroll |
| ACH | 10/20/2021 | Internal Revenue Service | 122.50 | Commissioner taxes |
| ACH | 10/04/2021 | Prairie Sun Bank | 28.00 | direct deposit fee |
| ACH | 10/21/2021 | Syvantis | 510.42 | sharepoint support |
| ACH | 10/22/2021 | Further Select Account | 22.50 | Admin fee |
| ACH | 10/14/2021 | The Hartford | 23.80 | Life Insurance |

341,847.71 Total Checks/ACH payments

Pass-Thru Payments

 UMRDC Secretary/Treasurer Date

 UMRDC Executive Director Date

| October | | | | | |
|--|------------------|--------------------|---------------------|----------------------|--|
| UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION | | | | | |
| REVENUE & EXPENSE REPORT | | | | | |
| | FY22 Budget | Current October | YR-To-DT October | Percent of Budget | |
| Agency Revenues | | | | | |
| Interest | 8,000 | 29 | 933 | 12% | |
| Levy | 339,500 | 4,104 | 5,432 | 2% | |
| | | | - | | |
| Potential HH Grants \$20,000 - will reduce levy as awarded | (20,000) | | - | 0% | |
| | | | - | | |
| | | | - | | |
| Match Fiscal Year 22 - will reduce as matched to contracts below | | | - | | |
| Prairie Waters | (20,000) | | - | 0% | |
| Transportation | (13,235) | | - | 0% | |
| | | | - | | |
| Miscellaneous | 2,500 | | - | 0% | |
| | | | - | | |
| Ongoing Program Revenue | | | - | | |
| EDA Planning Grant | 70,000 | | - | 0% | |
| Meander | 22,000 | | 41,071 | 187% | |
| Prairie Waters / Get Rural (\$20,000 FY22 Match) | 93,000 | | 44,712 | 48% | |
| Revolving Loan Original and Disaster Fund Admin | 54,000 | | - | 0% | |
| Revolving Loan Fund CARES Admin | 82,000 | | 500 | 1% | |
| Transportation Planning Grant FY21 (Includes 13,235 FY22 Match) | 88,235 | | 37,500 | 43% | |
| | | | - | | |
| Local Contract Revenue | | | - | | |
| New Contracts needed | - | | - | | |
| Technical Assistance | - | | - | | |
| Appleton Capital Improvement Plan | 4,800 | | - | 0% | |
| Dawson Roof Replacement | 620 | | 620 | 100% | |
| Byway MnHS Partnership Project | 43,400 | | 900 | 2% | |
| Chippewa County Broadband Outreach | 1,000 | | - | 0% | |
| Chippewa County Hazard Mitigation | 39,000 | | - | 0% | |
| EDA CARES | 260,000 | | - | 0% | |
| Granite Falls EDA Marketing | 1,200 | | - | 0% | |
| Local Transit Plan | 35,000 | | - | 0% | |
| Maynard Bank Building Implentation | 7,100 | | 2,200 | 31% | |
| Swift County Environmental Services | 29,000 | | - | 0% | |
| Swift County OHV Park Master Plan | | | | | |
| Upper Sioux Hazard Mitigation | 19,370 | | 329 | 2% | |
| | | | - | | |
| | | | - | | |
| Grant Writing and Administration | | | - | | |
| Appleton RLF Admin | 2,000 | | - | 0% | |
| Benson EDA Grant Admin | 10,000 | | - | 0% | |
| Benson EDA Grant Writing | 10,000 | | - | 0% | |
| CDBG - CV Admin - Appleton | 10,000 | | - | 0% | |
| CDBG - CV Admin - Madison | 10,000 | | - | 0% | |
| Clarkfield SCDP Project Income admin | 2,000 | | 1,423 | 71% | |
| Granite Falls Memorial Park (GMRTPC) | 2,800 | | 2,460 | 88% | |
| Granite Falls Park Conservation legacy grant | 2,000 | | - | 0% | |
| LQP RLF Admin | 2,000 | | - | 0% | |
| Madison EDA Grant writing | 10,000 | | - | 0% | |
| Ortonville SCDP Grant Application | 10,000 | | - | 0% | |
| SCDP Admin - Appleton | 11,000 | | - | 0% | |
| SCDP Admin - Canby | 12,000 | | - | 0% | |
| SCDP Admin - Clara City | 10,000 | | - | 0% | |
| SCDP Admin - Clarkfield | 5,024 | | - | 0% | |
| SCDP - Admin Granite Falls | 642 | | - | 0% | |
| SCDP - Admin Milan Watson | 10,000 | | - | 0% | |
| Swift County EDA Grant writing | 10,000 | | - | 0% | |
| Total Revenue | 1,275,956 | 4,132 | 138,079 | 11% | |
| Pass-Thru Revenue (not included above) | | 278,940 | 789,147 | | |

| | FY22 Budget | | | | |
|-------------------------------------|------------------|----------------------------------|------------------|-------------|--|
| Expenses | | | | | |
| Salaries/Fringe | 901,244 | 66,052 | 278,940 | 31% | |
| Commissioner's Expense | | | - | | |
| Per Diem / FICA | 10,800 | 861 | 2,315 | 21% | |
| Public Officials Ins. | 3,500 | | - | 0% | |
| Meeting Expense | 1,500 | | 1,428 | 95% | |
| Travel C&C | 6,500 | 409 | 1,472 | 23% | |
| Training | 1,000 | | - | 0% | |
| Audit | 14,000 | | - | 0% | |
| Contract for Services | | | - | | |
| Additional Contract work | 3,000 | | - | 0% | |
| Comp and Structure study | 8,000 | | - | 0% | |
| Computer Technical Assistance | 8,000 | 263 | 1,350 | 17% | |
| EDA Consultant | 2,000 | | - | 0% | |
| GIS for Hazard Mitigation | 3,600 | | - | 0% | |
| Interns | 8,000 | | - | 0% | |
| Syvantis | 8,600 | 510 | 2,660 | 31% | |
| Copy Charge/xerox lease | 4,000 | 315 | 919 | 23% | |
| Depreciation | 6,000 | 505 | 2,059 | 34% | |
| Dues / memberships | 5,000 | 16 | 714 | 14% | |
| Insurance | 1,300 | | - | 0% | |
| Legal Fees | 2,000 | | - | 0% | |
| Miscellaneous | 1,000 | 326 | 439 | 44% | |
| Office Rent | 12,210 | 1,017 | 4,067 | 33% | |
| Postage | 3,500 | 182 | 1,493 | 43% | |
| Printing/Advertising | 4,500 | 623 | 3,136 | 70% | |
| RDC Marketing Item | 2,000 | | - | 0% | |
| Registration/Conference | 4,000 | | 450 | 11% | |
| Repairs/Maintenance | 1,000 | 299 | 611 | 61% | |
| Software GMS/GIS/General | 9,150 | | 404 | 4% | |
| Sub./Publications | 2,000 | 78 | 200 | 10% | |
| Supplies | 4,500 | 287 | 1,306 | 29% | |
| Telephone/Internet | 8,000 | 430 | 2,026 | 25% | |
| Staff Expense | | | - | | |
| Travel | 25,000 | 230 | 2,427 | 10% | |
| Morale | 2,000 | 153 | 1,443 | 72% | |
| Wellness | 2,000 | 65 | 335 | 17% | |
| Web Hosting/Maintenance | 3,500 | | 480 | 14% | |
| Pass Thru Activity | | | - | | |
| Byway Partnership Project | 29,800 | | - | 0% | |
| EDA CARES | 50,000 | | 3,927 | 8% | |
| Meander | 23,000 | 10,811 | 11,773 | 51% | |
| Prairie Waters Ads | 23,700 | 800 | 2,676 | 11% | |
| Swift County Environmental Services | 25,000 | 3,435 | 6,997 | 28% | |
| Total Expenses | 1,233,904 | 87,667 | 336,046 | 27% | |
| EXCESS REV. OVER EXP. | 42,052 | (83,534) | (197,966) | | |
| | | | | | |
| General Checking | \$ 92,684 | | | | |
| Money Market | \$ 22 | | | | |
| Certificate of Deposit | \$ 367,100 | | | | |
| RLF Savings | \$ 540,010 | | | | |
| Agency Auto | \$ 47,278 | | | | |
| Equipment Fund | \$ 24,589 | | | | |
| | | | | | |
| | | | | | |
| UMVRDC Secretary/Treasurer | Date | UMVRDC Executive Director | | Date | |

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Lori Tostenson, Revolving Loan Fund Loan Officer

DATE: November 23, 2021

RE: RLF Treasurer's Report

Financial information presented in this report is separated into the three 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.

The recently awarded CARES Act RLF, allows the UMRDC to expend \$1,720,000 by July 2022. The remaining CARES Act RLF Balance as of October 31, 2021, is \$0.00.

October-November 2021 Transaction Notes:

*10th AVENUE REBUILDERS LLC-Loan closed on November 9, 2021

*CARES Act RLF Loans Committed not yet disbursed
H & H Veterinary Service, P.A.

*No Paid Off Loans

ACTION REQUESTED: To approve the UMRDC's October 2021 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: *\$363,753.14 (Original RLF) and \$87,579.76 (Disaster RLF).*

October 2021 RLF TREASURER'S REPORT

| Borrower | City | Terms | | | | | Loan Closed | Notes | Reporting Transactions | | | CARES RLF Balance at 10/31/2021 |
|--|---------------|--------------------------|--------------------------|-----------------------|---------------|--------------|-------------|--------------|------------------------|------------------------------------|------------------------------------|---------------------------------|
| | | Original RLF Loan Amount | Disaster RLF Loan Amount | CARES RLF Loan Amount | Interest Rate | Term (years) | | | June Payments | Original RLF Balance at 10/31/2021 | Disaster RLF Balance at 10/31/2021 | |
| After Five Supper Club | Madison | 40,000 | | | 5.00% | 5 | 9/14/2018 | \$ 316.32 | \$ 37,302.61 | | | |
| Anderson TeBeest Funeral Home | Granite Falls | 69,720 | | | 4.50% | 7 | 3/29/2018 | \$ 970.12 | \$ 37,639.37 | | | |
| Anderson TeBeest Funeral Home #2 | Granite Falls | | | 60,000 | 0.00% | 5 | 2/18/2021 | \$ 1,001.00 | \$ | | | \$ 52,000.00 |
| Aspleton Power | Appleton | 40,000 | | | 4.00% | 10 | 11/1/2018 | \$ 404.98 | \$ 31,671.01 | | | |
| Barr/S/Conroy Electric, Inc. | Ortonville | 46,000 | | | 4.00% | 10 | 1/5/2012 | \$ 466.73 | \$ 3,633.98 | | | |
| BKP Jewelers LLC/Korthuis Jewelers | Granite Falls | 38,000 | | | 4.00% | 7 | 6/19/2020 | \$ 520.41 | \$ 32,568.95 | | | |
| Books by Kelly | Granite Falls | 20,000 | | | 5.00% | 5 | 7/31/2010 | \$ 121.69 | \$ 4,721.27 | | | |
| Clara City Foods, Inc. | Clara City | 100,000 | 100,000 | | 2.44% | 10 | 4/8/2016 | \$ 2,056.74 | \$ 52,517.71 | \$ 52,517.71 | | |
| Custom Roto-Model, LLC | Benson | 150,000 | 50,000 | | 0.00% | 10 | 5/28/2021 | \$ 1,667.67 | \$ 144,999.99 | \$ 48,333.33 | | |
| Devo's Paint and Body | Dawson | | | 88,000 | 0.00% | 7 | 11/24/2020 | \$ 1,048.62 | \$ | | | \$ 78,571.42 |
| DoMat's | Benson | 100,000 | | | 4.00% | 10 | 8/29/2016 | \$ 1,013.45 | \$ 54,192.97 | | | |
| Evenson Properties, LLC (Ambient) | Benson | | 107,500 | | 0.00% | 10 | 2/12/2021 | \$ 896.83 | \$ | | | \$ 100,333.36 |
| Falls Cafe and Canoe | Granite Falls | 15,100 | | | 5.00% | 5 | 6/25/2020 | \$ 285.96 | \$ 11,988.97 | | | |
| Farnholz Concrete, LLC | Madison | 32,000 | | | 0.00% | 10 | 6/29/2021 | \$ 287.67 | \$ | | | \$ 30,933.32 |
| Granite Falls Dairy Queen, Inc | Granite Falls | 100,000 | | | 4.00% | 10 | 4/25/2012 | \$ 1,013.45 | \$ 10,336.97 | | | |
| Granite Falls Woodworks | Granite Falls | | 51,000 | | 0.00% | 10 | 11/4/2020 | \$ 426.00 | \$ | | | \$ 45,900.00 |
| Handeland Granite Falls, LLC | Granite Falls | | 101,008 | | 0.00% | 15 | 8/13/2021 | \$ 562.16 | \$ | | | \$ 99,885.68 |
| Headquarters Bar & Grill | Gracerville | 90,000 | | | 5.50% | 10 | 10/16/2018 | \$ 977.74 | \$ | \$ 71,888.43 | | |
| Jamers 1 Stop | Clinton | 20,000 | | | 4.50% | 5 | 3/1/2018 | \$ 373.86 | \$ | \$ 7,367.09 | | |
| JAT Holdings, LLC | Montevideo | | 200,000 | | 0.00% | 10 | 3/29/2021 | \$ 1,112.11 | \$ | | | \$ 192,222.23 |
| Krave Wellness Studio | Canby | 26,000 | | | 5.00% | 5 | 7/24/2019 | \$ 491.65 | \$ 17,138.55 | | | |
| Lein Lumber, LLC | Madison | | 90,000 | | 0.00% | 7 | 10/11/2020 | \$ 751.00 | \$ | | | \$ 81,000.00 |
| Lumpy's Inc. | Maynard | 30,000 | | | 5.00% | 5 | 12/14/2017 | \$ 966.14 | \$ 11,242.30 | | | |
| Madsen Chiropractic | Montevideo | 117,000 | | | 0.00% | 10 | 12/29/2020 | \$ 976.00 | \$ | | | \$ 108,225.00 |
| Marathon Holdings GoFasters Power | Ortonville | 50,000 | 50,000 | | 5.00% | 15 | 6/14/2019 | \$ 791.79 | \$ 46,074.29 | \$ 46,074.29 | | |
| Merritt Construction, Inc. | Porter | 10,000 | | | 4.50% | 12 | 7/11/2012 | \$ 104.64 | \$ 1,015.05 | | | |
| Montevideo Design Group | Montevideo | | 200,000 | | 0.00% | 5 | 3/18/2021 | \$ 1,667.67 | \$ | | | \$ 188,333.31 |
| Montevideo River Side Auto Body LLC- Dustin German | Montevideo | | 50,000 | | 0.00% | 15 | 7/20/2021 | \$ 278.80 | \$ | | | \$ 49,166.60 |
| Northern Geo, LLC | Appleton | 50,000 | 100,000 | | 2.44% | 10 | 2/27/2014 | \$ 1,013.88 | \$ 17,267.61 | \$ 34,535.22 | | 1/3 Original 2/3 Disaster |
| Northern Geo, LLC (2) | Appleton | 60,000 | 20,000 | | 4.25% | 10 | 1/6/2017 | \$ 819.50 | \$ 36,581.72 | \$ 12,193.91 | | |
| SEWearable Designs (2) | Appleton | 27,250 | | | 4.50% | 10 | 2/14/2017 | \$ 282.41 | \$ 17,123.15 | | | |
| Stony Ridge Foods, Inc | Benson | 150,000 | 50,000 | | 4.00% | 10 | 6/30/2020 | \$ 2,025.90 | \$ 134,389.91 | \$ 44,796.64 | | |
| Sroebow Family Enterprise dba Carl's Bakery | Granite Falls | | 50,000 | | 5.00% | 10 | 8/30/2019 | \$ 531.33 | \$ | \$ 43,361.46 | | |
| Sunshine & Whiskey, LLC | Watson | | 77,100 | | 0.00% | 10 | 10/14/2020 | \$ 643.50 | \$ | | | \$ 69,390.00 |
| The Dryer Doctors | Montevideo | 34,000 | | | 4.50% | 10 | 8/14/2017 | \$ 353.37 | \$ 22,795.94 | | | |
| The Dryer Doctors (2) | Montevideo | 28,000 | | | 4.50% | 10 | 7/31/2019 | \$ 290.19 | \$ 23,942.74 | | | |
| The Sawmill | Granite Falls | 50,000 | | | 4.00% | 10 | 3/31/2010 | \$ 203.81 | \$ 20,911.80 | | | \$ 9,178.95 |
| Trish's Catering | Clara City | 38,000 | | | 4.25% | 10 | 5/31/2017 | \$ 390.26 | \$ 26,009.93 | | | |
| Wager Chiropractic, P.L.L.C. | Dawson | | 39,572 | | 0.00% | 10 | 5/18/2021 | \$ 330.77 | \$ | | | \$ 37,923.15 |
| Western Consolidated Cooperative | Appleton | 100,000 | 100,000 | | 4.25% | 10 | 10/24/2017 | \$ 2,049.75 | \$ 64,889.79 | \$ 64,889.79 | | |
| Williams Family Companies, LLC | Granite Falls | | | 118,000 | 0.00% | 10 | 1/14/2021 | \$ 697.00 | \$ | | | \$ 112,096.00 |
| | | 1,372,070 | 630,000 | 1,331,180 | | | | \$ 30,722.87 | \$ 860,956.58 | \$ 425,957.87 | \$ 1,245,980.07 | |

| Balance of Bank Accounts | | | |
|---|---------------------|---|----------------------|
| Total Original RLF Funds: | 1,224,709.72 | Total Disaster RLF Funds: | 813,537.63 |
| Total Cares RLF Funds Lent: | | Total Cares RLF Funds Lent: | 1,331,180.00 |
| Previous month's bank balance | \$ 349,723.90 | Previous month's bank balance | \$ 81,429.12 |
| Loan Repayment | 13,967.49 | Loan Repayment | 6,136.25 |
| Loan Disbursement | - | Loan Disbursement | - |
| October 2021 Bank Interest | 61.75 | October 2021 Bank Interest | 14.39 |
| Admin Transfer - | | Admin Transfer | |
| Origination or Loan Payoff Fees | | Origination or Loan Payoff Fees - | |
| Bank Account Balance at 10/31/2021 | \$363,753.14 | Bank Account Balance at 10/31/2021 | \$ 87,579.76 |
| | | Bank Account Balance at 10/31/2021 | \$ 88,157.18 |
| | | Committed: | |
| | | 10th AVENUE REBUILDERS, LLC | \$ 188,820.00 |
| | | H & H Veterinary, P.A. | \$ 200,000.00 |
| | | Total Committed Funds | \$ 388,820.00 |
| Balance available for lending | \$363,753.14 | Balance available for lending | \$ 87,579.76 |
| | | Balance available for lending | 0.00 |

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

Date

Date

P&I plus ACH from Monthly Trans

New loans disbursed
Savings account interest
To reimburse RDC checking for Loan closing cost
Loan Fees deposited from closing into saving account
Any EDA request for month as well as pending



Disaster Funds:
Current RLF Base Available for lending: #####
Percentage available: 17.05%

Original Funds:
Current RL Available for lending: #####
Percentage: 29.70%

CARES Act Funds:
Current RLF Base Available for lending: #####
Percentage available: 0.00%

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: November 23, 2021
RE: Swift County EDA Grant Writing

Swift County has acted on a proposal we provided them to write a new EDA grant for them to implement improvements at the OHV Park. The contracts will pay for our time and the cost of a consultant to write the grant. Kevin Ketelson (Consultant) will write the grant with oversight primarily by me, assisted by Jack.

Due to the critical need to get started on this contract due to a deadline near the end of the year, I received prior approval from our Chair to start this contract in advance of the November RDC meeting.

ACTION REQUESTED:

Authorization to enter into a contract with the Swift County for EDA grant writing services and to authorize the Executive Director's signature on the contract.



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
Swift County
FY22-09

This Contract for Services is by and between Swift County, Minnesota, hereinafter referred to as the COUNTY, 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 COUNTY by the UMRDC. The nature of the said services is to prepare an Economic Adjustment Grant application to EDA.

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Coordinate, author and submit an EDA application. The UMRDC will be utilizing a subconsultant to complete this contract.
- B. Advise COUNTY on required processes, documentation, local match, grant administration and other information needed to submit application
- C. Work with the COUNTY's engineer selected through an RFQ process to develop required information for the grant

SECTION II. DESCRIPTION OF COUNTY'S RESPONSIBILITIES

The COUNTY agrees to:

- A. Appoint a primary contact for this project;

Name:
Phone:
Email:

- B. Procure professional engineering services in accordance with 2 C.F.R §§ 200.319 to develop components of the EDA application. All fees association for these services will be the responsibility of the COUNTY and are not part of this contract nor are they reimbursable under the grant.
- C. Secure the required 20% local match.
- D. Schedule, conduct, mail and print information for COUNTY 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. Provide the UMRDC with specific information, plans, resolutions and documents as needed to complete the UMRDC's services.
- G. Be the party responsible for updating and maintaining all work completed under this Contract.
- H. Compensate the UMRDC in accordance with Section IV of this Contract.
- I. Utilize the UMRDC as the grant's administrator under a separate contract if funds are awarded.

SECTION III. TERM

- A. Services provided under the terms of this Contract will be performed November 1, 2021 – June 30, 2022;
- B. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and COUNTY.

SECTION IV. COMPENSATION

- A. The COUNTY agrees to pay the UMRDC the amount of \$10,000.
- B. The UMRDC will provide the COUNTY with a final invoice indicating services provided and the total amount due.
- C. Our fees for these services are generally based on time expended and out-of-pocket expenses, such as report production, postage, travel, 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.

- D. 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 V. GENERAL PROVISIONS

A. Changes in UMRDC Services

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

B. Insurance and Liability

To the fullest extent permitted by law, the COUNTY 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 COUNTY 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 COUNTY upon fourteen (14) days prior written notice. In the event of termination, the COUNTY shall be obligated to the UMRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

D. Severability

Any provision or part of 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 COUNTY. The Contract shall be revised to replace such stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

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

EXECUTIVE DIRECTOR
UMRDC

AUTHORIZED REPRESENTATIVE

Title: _____

Date: _____

Date: _____

ATTEST:

Name: _____

Title: _____

Date: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: November 23, 2021
RE: EDA Grant Consultant

Jack and I have been talking with communities about possible projects that would be eligible for EDA's ARPA grant funding opportunities. We have had meetings with Madison, Dawson, Benson, Montevideo, Granite Falls, Swift County and Mn West Community Technical College. Due to being short staffed and the short term urgency for the grant writing needs I have sought help from possible consultants to write the EDA grants.

Swift County asked us to write a grant for them. This contract will pay for our time and the cost of a consultant to write the grants.

I have reviewed a consultant proposal to assist us and have prepared the attached consultant contract with Kevin Ketelson. He will write the grants with oversight primarily by me, assisted by Jack. Kevin was a former RDC planner in Iowa and in his tenure there had the opportunity to work on EDA related projects.

Due to the critical need to get started on this contract due to a deadline near the end of the year, I received prior approval from our Chair to start this contract in advance of the November RDC meeting.

ACTION REQUESTED:

Authorization to approve a consulting contract with Kevin Ketelson for EDA grant writing services.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
 Helping Communities Prosper

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

**Upper Minnesota Valley Regional Development Commission
 Consultant Agreement**

THIS AGREEMENT is made and entered into by and between the Upper Minnesota Valley Regional Development Commission (UMVRDC) and **Kevin Ketelsen** (Consultant).

I. TERM

This agreement shall be effective starting on November 2, 2021 and shall continue in effect until June 30, 2022, or until the UMVRDC feels the Consultant's obligations as stated herein have been provided or until this agreement is terminated by either the UMVRDC or Consultant, whichever comes first.

II. CONSULTANT OBLIGATIONS

A. Consultant Contact Information

Name *Kevin Ketelsen*
 Address *2475 Highland Ct. SW, Alexandria, MN 56308*
 Phone *507-828-1258*
 Email *kevin.ketelsen@yahoo.com*

- B.** The scope of services to be completed by Consultant includes writing and submitting a Travel, Tourism, and Outdoor Recreation Grant under EDA's American Rescue Plan Program.
- C.** This application should be submitted by January 2022.
- D.** The Consultant will work with the Swift County Administrator and Engineer to prepare the required materials for the application. Contact information will be provided.
- E.** Consult weekly with the designated UMVRDC contact on the progress and questions about the application.
- F.** The Consultant will use the provided RDC email and cloud-based file server to complete this work. All documents must reside and be saved to this location.

III. UMRDC'S OBLIGATIONS

A. UMRDC Contact for this Agreement

Dawn Hegland, Executive Director
323 West Schlieman Avenue
Appleton MN 56208
320-289-1981 x101
Dawn.hegland@umvrdc.org

- B.** The UMRDC shall provide various information documents that may be helpful to the Consultant in completing the project. These resources will be provided in the UMRDC's cloud based file server. The Consultant shall be able to rely on the accuracy and relevancy of all information provided by the UMRDC. Approvals rendered by the UMRDC will be considered final and serve as a basis for the Consultant's proceeding to the next planned activity.
- C.** The UMRDC shall immediately notify the Consultant of any condition it observes which may adversely affect the completion and outcome of this project.
- D.** The UMRDC will review all final products for content and accuracy of copy, graphics, maps, illustrations, and other information provided by the Consultant.

IV. PAYMENTS AND SERVICES

- A.** UMRDC shall pay Consultant \$3,000 per EDA grant. Any additional costs above this work shall be authorized by the RDC up to a maximum of \$6,000 per grant after prior approval by the UMRDC Executive Director. These additional costs will require a itemized scope of services from the consultant. Additional hours that would total more than \$6,000 require an amendment to this contract.
- B.** This is the total agreement amount and the Consultant agrees that all services to be provided will be done so within the mutually agreed upon amount. It is understood that all travel, mileage, and similar out-of-pocket expenses incurred by the Consultant hereunder shall be included within the total agreement amount.
- C.** Payments will be made after the Consultant's presentation of draft or final products and invoices for services performed and acceptance of such services by the UMRDC.

V. GENERAL PROVISIONS

- A. **Independent Contractor:** Nothing contained in this agreement is intended or shall be constructed as creating an employer-employee relationship between the UMRDC and the Consultant. No tenure or any rights or benefits, including workers compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA or other benefits available to UMRDC employees or UMRDC-related representatives, shall accrue to Consultant or Consultant's employees.
- B. **Merger and Modification:** The entire project Agreement between the UMRDC and Consultant, is contained herein. This project agreement supersedes all oral agreements and negotiations between parties. Any future modifications of this Consultant Agreement shall only be valid when they have been reduced to writing and submitted to all parties.
- C. **Termination:** UMRDC or Consultant may terminate this Agreement, with or without cause, upon written notice. Settlement of fees due to the Consultant shall be based on the hours of services performed at the date of termination.
- D. **Subcontracting and Assignment:** Consultant shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of UMRDC.
- E. **Responsibility for Damages Claims:** Consultant shall indemnify and save harmless the UMRDC and their officers and employees from all suits, actions, and claims of arising out of the negligent acts, errors or omissions of the Consultant.
- F. **Accuracy, Errors, and Omissions:** Consultant agrees that all information provided to UMRDC will be true and correct to the best of Consultant's knowledge. UMRDC is not liable for its use or dissemination of false or erroneous information, data or other materials provided by the Consultant.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Consultant (and Kevin Ketelsen) UMRDC

By 

By 

Title Consultant

Title UMRDC Executive Director

Date November 4, 2021

Date: November 4, 2021

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: November 23, 2021
RE: UMVRDC Organizational Analysis and Compensation Study Contract

After sending our RFP to several consultants, I only received one proposal from DDA Human Resources Inc. (DDA). We have been working with them on some revisions to their proposal and would like to complete our work with them early in 2022.

Attached is the contract also included is their proposal that serves as their scope of work.

This study was identified and included in the Operations Strategic Direction and budget that was adopted at our July annual meeting. Their proposal was higher than originally included in our budget for this project and in September I asked for a consultant budget increase to address the numerous consulting contracts we are using for various services.

We have met once with DDA to outline our process. DDA met with Kristi, Matt and I and Chairman Ben Bothun. The Board of Directors has requested to be the working committee for the full board on this project and will connect with DDA at least twice. The full board will get a final presentation after the completion of the project in February.

Due to the critical need to get started on this contract, I received prior approval from our Chair to start this contract in advance of the November RDC meeting.

ACTION REQUESTED:

Authorization of the executive director's signature on the contract with DDA Human Resources Inc.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
 Helping Communities Prosper

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

**Upper Minnesota Valley Regional Development Commission
 Consultant Agreement**

THIS AGREEMENT is made and entered into by and between the Upper Minnesota Valley Regional Development Commission (UMVRDC) and **DDA Human Resources, Inc.** (Consultant).

I. TERM

This agreement shall be effective starting on November 8, 2021 and shall continue in effect until June 30, 2022, or until the UMVRDC feels the Consultant's obligations as stated herein have been provided or until this agreement is terminated by either the UMVRDC or Consultant, whichever comes first.

II. CONSULTANT OBLIGATIONS

A. Consultant Contact Information

Name
 Address
 Phone
 Email

B. The scope of services to be completed by Consultant includes providing consulting services in response to the UMVRDC's Organizational Structure Analysis & Compensation/Benefit Study RFP.

C. The consultants scope of services is identified in their proposal dated November 2021.

D. Consult weekly with the designated UMVRDC contact on the progress and questions about the project.

III. UMVRDC'S OBLIGATIONS

A. UMVRDC Contact for this Agreement

Dawn Hegland, Executive Director
 323 West Schlieman Avenue

Appleton MN 56208
320-289-1981 x101
Dawn.hegland@umvrdc.org

- B. The UMVRDC shall provide various information documents that may be helpful to the Consultant in completing the project. The Consultant shall be able to rely on the accuracy and relevancy of all information provided by the UMVRDC. Approvals rendered by the UMVRDC will be considered final and serve as a basis for the Consultant's proceeding to the next planned activity.
- C. The UMVRDC shall immediately notify the Consultant of any condition it observes which may adversely affect the completion and outcome of this project.
- D. The UMVRDC will review all final products for content and accuracy of copy, graphics, maps, illustrations, and other information provided by the Consultant.

IV. PAYMENTS AND SERVICES

- A. UMVRDC shall pay Consultant a total of \$11,600.
 - a. \$8100 for the Full Compensation and Classification Study
 - b. \$3500 for the Organizational Review and Analysis.
- B. This is the total agreement amount and the Consultant agrees that all services to be provided will be done so within the mutually agreed upon amount. It is understood that all travel, mileage, and similar out-of-pocket expenses incurred by the Consultant hereunder shall be included within the total agreement amount.
- C. Payments will be made after the Consultant's presentation of draft or final products and invoices for services performed and acceptance of such services by the UMVRDC.

V. GENERAL PROVISIONS

- A. Independent Contractor: Nothing contained in this agreement is intended or shall be constructed as creating an employer-employee relationship between the UMRDC and the Consultant. No tenure or any rights or benefits, including workers compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA or other benefits available to UMRDC employees or UMRDC-related representatives, shall accrue to Consultant or Consultant’s employees.
- B. Merger and Modification: The entire project Agreement between the UMRDC and Consultant, is contained herein. This project agreement supersedes all oral agreements and negotiations between parties. Any future modifications of this Consultant Agreement shall only be valid when they have been reduced to writing and submitted to all parties.
- C. Termination: UMRDC or Consultant may terminate this Agreement, with or without cause, upon written notice. Settlement of fees due to the Consultant shall be based on the hours of services performed at the date of termination.
- D. Subcontracting and Assignment: Consultant shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of UMRDC.
- E. Responsibility for Damages Claims: Consultant shall indemnify and save harmless the UMRDC and their officers and employees from all suits, actions, and claims of arising out of the negligent acts, errors or omissions of the Consultant.
- F. Accuracy, Errors, and Omissions: Consultant agrees that all information provided to UMRDC will be true and correct to the best of Consultant’s knowledge. UMRDC is not liable for its use or dissemination of false or erroneous information, data or other materials provided by the Consultant.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Consultant

UMRDC

By _____

By 

By

Title _____

Title UMRDC Executive Director

Date _____

Date: November 9, 2021

Sample Consultant Invoice

Submit to: Dawn Hegland, Exec. Director dawn.hegland@umvrdc.org

Re: UMRDC Organizational Analysis and Benefit/Comp Study

| Date | Services description including deliverables completed as part of this invoice | Total amount |
|--------------|---|--------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | |

Consultant Signature: _____ Date: _____

Consultant address to mail payment to:

UMVRDC Executive Director: _____ Date: _____

Upper Minnesota Valley Regional Development Commission



Organizational Structure Analysis and Compensation/ Benefit Study November 2021



Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410
(612) 920-3320 xtn 101 | fax (612) 605-2375
www.ddahumanresources.com

November 2021

Dawn Hegland, Executive Director
Clay County Courthouse
323 West Schlieman Avenue
Appleton, MN 56208

RE: Strategic Initiative of Staffing and Compensation

Dear Ms. Hegland:

We are pleased to be invited to submit a proposal to complete an organizational structure analysis and compensation/ benefit study analysis for the Upper Minnesota Valley Regional Development Commission. You are seeking to retain a human resources consultant to recommend structural changes to current organizational structure, review job descriptions and help create new ones based on recommended structural changes.

Per your RFP, we believe the following services address your needs for 9 positions

1. Full Classification and Compensation Study with Benefit Analysis: \$8,100
2. Organizational Review and Analysis: \$3,500

DDA Human Resources is interested in providing the required services to you, we are capable and experienced in completing this type of work, and we will bring to the engagement a willingness to listen and customize our services to your specific needs you will not find with other consultants. We measure our success not in the number of compensation studies completed; but by the number of our studies that are actually *implemented*.

DDA Human Resources is pioneering an alternative approach to compensation plan management which we call our Ongoing Maintenance Program. Instead of conducting a major study every few years we substitute an annual program of services designed to keep your compensation system continuously up to date. Your system with job descriptions, job classifications, and market alignment never gets out of date, and you will never have to undertake an expensive and disruptive plan overhaul again. Over half of our clients have opted to participate in this program.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our very best to earn your trust, your respect, and your future business.

Sincerely,
David P. Drown, President
David Drown Associates, Inc.
5029 Upton Avenue South
Minneapolis, MN 55410

STATEMENT OF QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner.

DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational studies and classification and compensation studies. We also staff an HR Technical Assistance Program for the Association of MN Counties which provides technical advice and assistance to the HR staff of all the State's 87 counties. Since activating our compensation section in 2015, we have completed over 40 separate classification & compensation studies for clients ranging from cities with 4 employees to counties with 150 job titles and 500 employees.

Our approach to providing services and accomplishing tasks required of us is to listen to the client and create effective results. All our professional employees come to DDAHR from successful careers in city and county government. We think this practical experience sets us aside from other compensation consultants, and we know it helps us deliver a study that is not only technically sound but also practical, useful and understandable. We strive to deliver services the way you want to see them.

OUR SERVICE TEAM

We also maintain relationships with several independent consultants in key specialty areas. Here is the Team we have assembled for your project:

Dr. Tessia Melvin – Classification and Compensation Management Consultant

Tessia will be the lead on this project and be your primary contact. Tessia heads the compensation and classification (C&C) services area of DDAHR. Over the past five years, Tessia has served as lead analyst on the majority of our C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government in Minnesota. As a City Administrator in Maple Plain, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. She was directly responsible for human resources and internal and external communications. Working in Dakota City, Tessia provided leadership training, managed their performance management system and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration at Hamline University with an emphasis on city development and planning.

Mark Goldberg, MA-HRR – Principal Consultant providing Technical Support

Mark Goldberg is a Principal Consultant with the firm. Mark will provide backup support to Tessia. Mark specialized in the use of the decision band method of job classification and will be centrally involved in that process should you decide to continue with that system. Mr. Goldberg has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations and the University of Minnesota. In addition, Mr. Goldberg has over 6 years of experience consulting with public sector organizations

David Drown – Technical Support

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your new compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

Kelly Jones – Technical Support

Kelly received his Bachelor of Arts degree in Psychology and his Master of Science degree in Industrial and Organizational Psychology from Saint Cloud State University in Saint Cloud, Minnesota. Prior to entering the field of compensation, he served as a project coordinator and talent management specialist for Sleep Number and Robert Half. Kelly has spent the last three years as a technical analyst and compensation consultant, while assisting dozens of Cities and Counties across the United States with their compensation and classification needs. His work will be primarily focused on data collection and analysis, while also assisting the DDA team with any ongoing project needs.

Elizabeth Blakesley – Clerical Support

Elizabeth has worked at DDA for over 20 years. She will provide technical and clerical assistance to coordinate the market surveying process and prepare documents. She will utilize her organizational and technological skills to help provide concise, professional work results. After attending the University of MN – Duluth, Elizabeth began working with local units of government in Minnesota with the MN Small Cities Association. Her work in municipal finance and economic development has given her a good insight into the operations of counties and cities throughout the State.

SUPPORTING TEAM MEMBERS (*Our Bench*)

Gary Weiers

Gary manages the overall operations of DDAHR, and he also heads our executive recruitment section. Gary joined DDA in 2013 after 11-years as the Administrator of Rice County. Earlier in his career, he held social service manager positions in Rice, Mower and Sherburne Counties. Gary received a bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

Melanie Ault

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

Roxanne Chmielewski

Roxanne has over 32 years of experience as Human Resources Director for three Minnesota Counties with the last twenty years managing the Human Resources and Labor Relations functions for Sherburne County, a metro ring county with over 600 employees and ten bargaining units. She retired in 2015 and continues to work as a consultant to several counties and cities in Minnesota. Roxanne remains committed to providing local government with professional and effective HR expertise. This commitment was recognized by her peers as she received the Outstanding HR Professional of the Year award from the MN Counties Human Resource Management Association in 1998 and again in 2011. She also received the Make a Difference award from the National Public Employer Labor Relations Association in 2012.

George Gmach

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

PROJECT APPROACH

Our approach to conducting this initiative is to help the organization enhance efficiency and organizational effectiveness. We will comprehensively assess the current staffing structure and service levels, analyze other similar situation Organization structures, compare employee turnover statistics and wages with similarly situation cities, interview employees selected by the Organization, review financial information and develop recommendations and implementation strategies to assist the organization today in the future.

Communication with the organization is a high priority, so, in addition to being on site a significant amount of time, regular updates will be provided to the organization at every stage of the process.

REFERENCES – CLASSIFICATION AND COMPENSATION STUDIES

Scott Duddeck, City Manager
North St. Paul
2400 Margaret Street
North St. Paul, MN 55109
651-747-2400

Kristina Handt, City Administrator
Lake Elmo
3800 Laverne Avenue
Lake Elmo, MN 55042
651-747-3905

Kelcey Klemm, City Administrator
Detroit Lakes
1025 Roosevelt Avenue
Detroit Lakes, MN 56501

Jessica Beyer, Administrator
Waseca County
307 North State Street
Waseca, MN 56093

218-847-5658

507-835-0630

Crystal Johnson, City Manager

Granite Falls

641 Prentice Street
Granite Falls, MN 56241
320-564-3011

Margaret McCallum, Administrator

Mayer

413 Bluejay Avenue
Mayer, MN 55360
952-657-1502

David Murphy, City Administrator

East Grand Forks

600 DeMers Avenue
East Grand Forks, MN 56721
218-773-2483

Theresa Coleman, City Administrator

Kasson

401 5th Street NE
Kasson, MN 55944
507-634-7071

In addition to our compensation work, we have worked with several organizations on strategic initiatives work related to staffing and organizational efficiencies. Some of our clients include City of Edina, Aitkin County, McCloud County, Murray County, Pope County and Stearns County.

OUTLINE OF THE PROCESS

Per our discussion, we are providing an Organizational Structure Review and Job Description Analysis; a Market Study & Compensation/Benefit Analysis and ongoing maintenance. *From the RFP, we know that you would like the project complete by January and we will meet that deadline.*

Our ongoing maintenance scope includes a three-year commitment by completing a market analysis each year, review, re-write, and reclassifications of job descriptions, calibration of pay structure, pay equity administration, entering League of MN Cities and Association of MN Counties salary data and additional human resources assistance. Our ongoing maintenance involves employees and managers in updating all job descriptions, re-classifying and ranking these jobs internally based upon job duties and requirements, reviewing, and updating or replacing your current pay plan, and assistance in evaluating the method and costs of implementing any changes on future budgets

Introduction and Project Orientation

Our first task with you is to meet and make sure we all understand the expectations and fully understand the current pay structure, pay philosophy, and employee benefits.

- We will conduct an Initial Project Meeting to discuss the scope of the planned services, its procedures, methods, intended outcomes and timeline. We will keep in mind directives from the governing board pertaining to this project.
- We will discuss any related details that are identified. During this meeting, we will identify data and resources on your current job descriptions, pay structure, classification system, employee roster, and union contracts. For your convenience, we will create a cloud-based account to make it easy to share files with you.

- An Employee Kickoff meeting will be held, if desired, to explain the project scope, expectations, timeline, and answer questions.

Organizational Structure Review and Job Description Analysis

As we discussed last week, we will begin by conducting the organizational analysis. Specific tasks we will perform during this phase will include:

- Review of all job descriptions to ensure they reflect a current internal hierarchy.
- Recommend title changes where appropriate.
- Conduct focus groups to understand what the needs of leadership and the employees are when it comes to organizational design.
- Discuss how supervisory duties can be addressed when it shifts by project.
- Design of career ladders for positions.
- Ensure that the current job descriptions meet all legislative standards.
- Confirm the FLSA status for all positions.
- Assign state pay match system to each description or work with the organization to create a different structure.

Re-write All Job Descriptions *(Included only in ongoing maintenance)*

- We will distribute a position analysis questionnaire (PAQ) to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job.
- Based upon the information on the PAQs, the job description for each position will be updated or rewritten in standardized format developed with and approved by the Project Team.
- Employees and supervisors will be asked to review the new job descriptions, and we will guide a controlled process for employees to appeal the content of descriptions before they are finalized.
- Addition job descriptions may be added to provide for internal promotional opportunities, or jobs may be consolidated to make administration easier
- Final job descriptions will be submitted for final approval by department heads, the Project Team and governing board.

Job Classification

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization.

DDAHR is unique in our willingness and ability to utilize a variety of job evaluation systems used by the various compensation consultants in the region to classify and score your jobs. If you are committed and satisfied with the decision band system you have, we will work with you using that system. If you are interested in a change, we can offer you a few options including our Job Evaluation Tool (JET).

- Our Job Evaluation Tool (JET) identifies and examines the following aspects of all job positions
 - Experience and Education needed for the position. This includes licenses and certifications.
 - Decision Making and its impact on the job, division, department, and organization.
 - Problem Solving and its impact on the organization and budget. We also include 14 aspects of supervision.
 - Mental and Physical Effort of the Job
 - Relationships and Communications
 - Conditions and Hazards of the job

- Our Decision Authority Ranking (DAR) is a decision-based model that looks at a job from a different perspective:
 - This system states that every job, from a mayor to a custodian, needs to make decisions in his/her role and those decisions can be quantified
 - DAR then examines the complexity of the duties performed compared to other substantially similar positions.

- Aspects of the job such as working conditions or certifications can increase the complexity of the evaluation.
- We will assign each position a numeric score, which reflects the relative importance of the job to the organization.
- We will work with the Project Team to organize jobs with similar point totals into a series of Grades.
- We will provide staff with materials to communicate results to employees.
- We include a Job Classification appeal process for employees and supervisors.

Wage/Labor Benchmarks and Market Pricing

The next step in the process involves looking outside of your organization to see what wages are offered to employees in the job market.

- We will work with your Project Team to determine an appropriate group of comparable “benchmark” entities to achieve an adequate sample size and a meaningful comparison. These “benchmark organizations” are typically cities that are similar to yours and/or other organizations with whom you compete for employees. Although we know that you compete with private sector organizations for employees, obtaining *reliable* private sector information is very difficult in most cases. So, our focus will be primarily on public sector entities. We do have some private sector surveys that we will incorporate in the analysis if that is necessary.
- We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.

- We will work with you to design and administer a targeted benefit review to address specific benefit areas of interest/concern to you and your employees. Often a survey of employee attitudes and interests can be helpful in designing a benefit package – benefits need not necessarily be expensive to be effective and valuable to your employees.

Design New Pay Plan

- We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy. This could involve changing your existing 7 level and 16 step structure but we will not know if that is needed until after the data has been analyzed.
- Questions such as how fast increases occur, what happens when employees reach the top step and any hiring/retention incentives are ones that are highly dependent on the organization and require discussion before we can provide any guidance. But they will happen over the course of this project.
- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.
- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and 4 Federal requirements.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints. The objective of this work is to provide you with meaningful, employee-by-employee level information that is useful for your detailed budgeting use.
- We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.

Final Report

- Prepare final documents for this study, including presentation, policy, guidelines, and procedures for administration.
- We will make a final presentation of our report and findings.
- We will prepare and submit a pay equity report to the State.

STUDY FEES

| Full Compensation and Classification Study | Organizational Review and Analysis |
|--|--|
| Create Project Team and Gather Data | Information Gathering of Current Status |
| Re-write Job Descriptions | Information Gathering Meetings |
| Evaluate Job Descriptions | |
| Wage and Market Pricing Analysis | |
| Calibrate and Design New Pay Plan | |
| Final Report | |
| | Prepare Recommendations and Implementation |
| Total Cost: \$8,100 | Total Cost \$3,500 |

- *If job descriptions need substantial revisions, we will provide the additional work for \$150 to per job description re-write job and \$150 job description evaluation.*

Performance Evaluation Recalibration

From our discussion last week, UMRDC is interested in of review of your performance management system. The cost for this is not included in our current proposal. DDA HR can assist UMRDC by:

- Reviewing and redesigning the evaluation forms to align better with best-in-class practices
- Conduct focus groups to understand what the needs of leadership and the employees are when it comes to performance evaluations
- Design communication tools to inform employees about the changes to the system and what to expect
- Partner with the UMRDC to establish general definitions at each performance rating level
- Work with the leadership team to establish clear goals for the system (and if competencies need to be developed, we can assist with that also)
- Create a review process for all evaluations
- Establish a realistic timeframe for employees, managers and second level managers (if necessary) to complete their part of the process
- Partner with leadership to align the performance ratings with compensation; this could take many forms including the establishment of performance pay zones or a defined percentage increase by ratings

ONGOING SUPPORT

Standard Fee for Services

- Write and classify a new or revised job description \$300 per position
- Classify a job description provided by client \$150 per position

- Hourly rates:
 - Professional \$200 per hour
 - Technical Support \$150
 - Clerical \$100

Ongoing Maintenance Program

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current.

- We review, update and reclassify as necessary one-third of job descriptions annually. (Starting year 2)
- We undertake a market analysis of wages with benchmark communities and suggest changes to pay plan system as necessary to remain in tune with the market. (Starting year 2)
- We will periodically provide the Organization with market data on benefits offered by comparable communities and suggest changes as warranted
- For any new jobs, we will write and classify the job for placement in the compensation system
- We will complete and submit a pay equity report to the State every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC salary system.
- We will provide budget support by:
 - Suggesting an adjustment to your Pay Plan for the coming year, based upon COLA and market factors.
 - Preparing up to two analysis of budget impacts of alternatives for wage adjustments.
- We will make an annual presentation to the Board on the status of your compensation system.

CONSENT MEMO

TO: UMVRDC Commissioners
FROM: Jack Gottfried, EDA Planner
DATE: November 23, 2021
RE: Draft CEDS

The first draft of the CEDS has been completed. Staff and the CEDS Strategy Committee have discussed and decided on the final goals for the document based on data research, discussions from previous CEDS Strategy Committee meetings, and the results of the public outreach campaign

The CEDS is a five-year plan we are required to provide to EDA and use as an opportunity to outline our regional priorities and work with organization and community partners to implement. The previous CEDS completed by the UMVRDC was very condensed, and we tried to keep this CEDS as concise as possible. Like the old CEDS, the issues, goals, and strategies in the new CEDS are formed around the Four Cornerstones in the DevelopMN 2019 Plan. These include:

- Human Capital
- Economic Competitiveness
- Community Resources
- Foundational Assets

The draft document will be available and open to the public for comment on the UMVRDC's website beginning Wednesday, November 24 – December 24, 2021. During this time, we will take public comment into consideration and amend the document accordingly presenting changes to the Commission in January.

At the UMVRDC's January meeting the Commission will review over the final document with the Commissioners and will ask for adoption of the document so that it may be submitted to EDA.

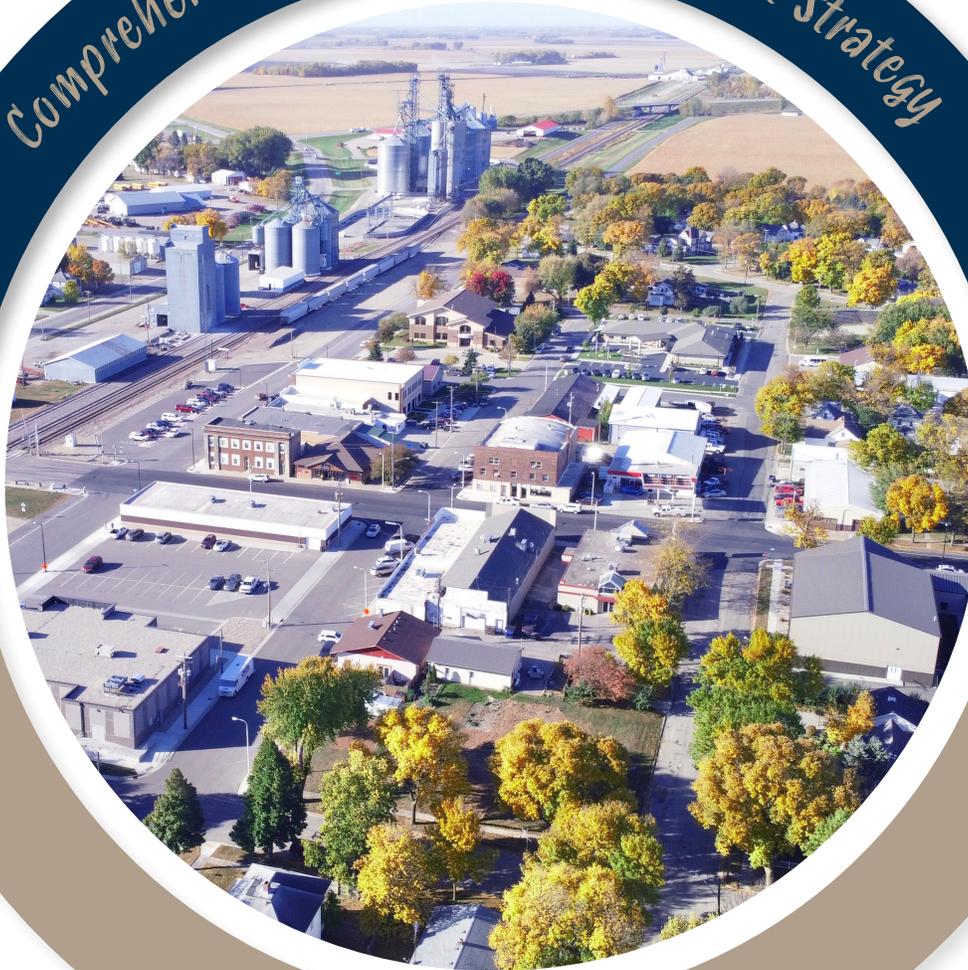
CONSENT REQUESTED:

Approve the first draft of the CEDS to be available for public comment from November 24th - December 24th.

UMVRDC CEDS

Comprehensive Economic Development Strategy

2022



2026

Introduction

What is CEDS?

What is a comprehensive economic development strategic, also known as CEDS? A CEDS is a strategy-driven plan for regional economic development. A CEDS is the result of a regionally owned planning process designed to build capacity and guide the economic prosperity and resiliency of an area or region.

The Upper Minnesota Valley Regional Development Commission (UMVRDC) is a Minnesota regional unit of government established via the state statute Minnesota Regional Development Act of 1969 (MS Sections 462.381 to 462.398). The United States Department of Commerce/Economic Development Administration (EDA) designated the UMVRDC and the counties it serves as a federally recognized Economic Development District, which allows for eligibility for program assistance under Title IV of the Public Works and Economic Development Act of 1965, which establishes “appropriate multicounty districts for the purpose of fostering and promoting economic growth”.

To retain the Economic Development District designation, the UMVRDC agrees to create a CEDS through a highly involved civic engagement process. A new CEDS is created every five years, with annual progress reports submitted to EDA. The UMVRDC also retains this designation through the establishment of a governing body made up of the UMVRDC Commissioners. 2021 marked the year that all Regional Development

Commissions in Minnesota will be updating their Comprehensive Economic Development Strategies (CEDS) in alignment with the 2019 DevelopMN Plan, an economic development strategy for Greater Minnesota. The CEDS is intended to create a roadmap for intentional collaboration, strategic program development and support for policy and investments in the counties of Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine. This CEDS will demonstrate the particular goals and strategies that the UMVRDC will strive for from 2022 – 2027.

The UMVRDC CEDS is utilized to forward projects and programs that impact our regional economic prosperity, environmental stewardship, and quality of life for ALL people of the region. Many federal agencies give preferred status and additional points in competitive grant applications to projects and programs that align with the CEDS. The UMVRDC works with many partners throughout the region/state/nation in a leadership or subservient capacity to implement the strategies within the CEDS.

The Process

When designing the Comprehensive Economic Development Strategies (CEDS) process, the UMVRDC aimed to do two things:

- 1). Ensure that our CEDS aligned with statewide goals but give our goals and strategies regional context based on regional trends and data.
- 2). Try to make the CEDS Process as inclusive as possible. Having these focuses in mind helped the UMVRDC develop goals and strategies that fit not just the economic needs of our region, but also made sure that the goals that we are developing will help lead to success for all people who live here.



DevelopMN

Minnesota Association of Development Organizations (MADO) is comprised of 10 Minnesota Regional Development Organizations (RDOs) whose purpose is to promote and create economic prosperity in Greater Minnesota. This is accomplished through alignment of a strong network of RDOs, the communities they serve, and the federal and state agencies that share their commitment. Since 2016, MADO has worked collaboratively on DevelopMN throughout Greater Minnesota. DevelopMN has created a common framework for regional economic development that is supported and used by all the development organizations in Greater MN. This common framework is similarly being used to guide local regional CEDS plans to ensure the greatest alignment when appropriate, to create comparable baseline data as well as identify the unique opportunities and strengths in each region.

DevelopMN's plan is based on SMART goals and the 4 Cornerstones. SMART stands for:

Specific: target a specific area for improvement.

Measurable: quantify or at least suggest an indicator of progress.

Attainable: assure that an end can be achieved.

Realistic: state what results can realistically be achieved, given available resources.

Time-related: specify when the result(s) can be achieved.

4 Cornerstones



Community Resources

Greater Minnesota communities seek to maintain rural values, their heritage and the assets that support them. Community Resources includes topics that balance the preservation and improvement of local social, cultural, and natural assets that are critical for the future.



Human Capital

Developing, retaining, and attracting talent are critical for Greater Minnesota to sustain and grow rural businesses and communities. Tracking the characteristics of the labor force and the needs of employers, and creating strategies for alignment between the two, are the foundation for this cornerstone



Economic Competitiveness

Making Greater Minnesota an attractive environment for growth is critical to creating jobs, improving living standards and financing necessary public services. Economic Competitiveness requires communities to develop and link all available assets to support innovation and encourage business growth.



Foundational Assets

Greater Minnesota communities require proactive and collaborative approaches/ strategies to address infrastructure needs in a cost-effective manner. Managing the access to, maintenance, replacement and growth of these assets are key to preserving and maintaining communities and provide for growth opportunities. Foundational assets include aboveground and below-ground infrastructure such as housing, transportation, utilities, and water. Broadband and green energy technologies are also important to include in foundational assets to ensure that our region can keep up with the times.

As we proceeded with creating our CEDS, we used these cornerstones to frame our discussions with the CEDS Strategy Committee and the public.



Process & Timeline

An economic development snapshot

The process to complete the CEDS was a mixture of independent data research, meetings with the CEDS strategy committee, public outreach, and meetings amongst UMRDC staff. Below is a timeline describing the process in more detail along with a timeline to show where time was allocated in developing the CEDS.

February - April 2021

- Research into regional trends and collecting data on these trends
- Compared the last CEDS to the collected data to see if the goals were reached
- Put together CEDS Strategy Committee

May 2021

- Held 1st Strategy Committee Meeting
- Reviewed over previous CEDS goals
- Conducted SOAR Analysis
- Reviewed over SOAR Analysis results and developed a community outreach campaign based on results and discussions during the Strategy Committee Meeting
- Combination of survey and interviews

June - August 2021

- Survey
- Circulated throughout the region during time period
- Spread through email, presenting at local EDA meetings, UMRDC Board of Commissioners meetings, word of mouth
- Interviews
- Collected interviews completed by Southwest Minnesota Private Industry Council
- Interview w/Audrey Fuller, Tribal Planner for the Upper Sioux Community
- Other outreach
- Visited and made connections with the Micronesian community in Milan, MN
- Administered CEDS Survey



September 2021

- 2nd CEDS Strategy Committee Meeting
- Reviewed survey/interview results
- Based on those results and data collected throughout CEDS Process, trends were identified and priorities for the region were decided
- Brainstormed and came up with ideas for final SMART Goals for the CEDS

October - November 2021

- UMRDC Staff worked internally to review all data, public outreach results, and discussions from 2nd CEDS Strategy Committee meeting to write the final SMART Goals for the CEDS
- 3rd CEDS Strategy Committee Meeting
- Review over SMART Goals that were written internally by staff; edited and prepared for the CEDS Document
- CEDS Document is written and formatted
- 1st Draft finished November 2021
- Approved by UMRDC Board of Commissioners to be released for public comment for 30 days

November 2021 - January 2022

- Will sit open to the public for 30 Days for comment and edits
- 4th CEDS Strategy Committee Meeting
- Review over 1st Draft of the CEDS
- Make edits and revisions and any other necessary changes
- Send to UMRDC Board of Commissioners to be voted on and adopted at January 2022 meeting
- Submit CEDS to Federal EDA by January 2022

CEDS Strategy Committee

The CEDS Strategy Committee was made up of 8 members utilizing the guidelines set by EDA for committee members. The committee helped identify the strengths and weaknesses in our region, assisted with deciding on what should be done for public outreach, and helped determine the final goals of the CEDS.

One of the biggest tasks the CEDS Strategy Committee had to complete was conducting a SOAR analysis. SOAR is an acronym that stands for:

Strengths: what are our greatest assets?

Opportunities: What are the best possible market opportunities?

Aspirations: What is our preferred future?

Results: What are the measurable outcomes?

Due to the COVID-19 Pandemic restricting the opportunities to meet in person, the SOAR analysis was done virtually. UMRDC staff facilitated the meeting by splitting the CEDS Strategy Committee up into small groups to conduct the SOAR analysis. All the CEDS Strategy Committee members did an individual SOAR analysis for each cornerstone from the DevelopMN document in these small groups and reconvened at the end of the meeting to review over what everyone came up with. Here are the results of the SOAR analysis.

Strengths - What are our greatest assets?



Community Resources

- Prairie Waters website and digital marketing
- Lots of open spaces and parks
- Active arts community and activities such as the Meander Art Crawl
- Lots of outdoor amenities such as campgrounds, golf courses, river activities



Human Capital

- Great school districts with high graduation rates
- Local college options
- Increasing younger population
- Increasing immigrant population



Economic Competitiveness

- Access to state and federal funding for regional businesses
- Lots of business support organizations
 - SWIF, UMRDC RLF, MN Valley Collaborative
- Lots of business support programs
 - GAP Financing, SWMNPIC Worker Training Programs, Regional RLFs, LYFT



Foundational Assets

- Broadband coverage and quality have increased significantly from 2016
- Easy commutes for workers in our region
- Various programs related to housing available in the region
 - Swift County Housing Initiative Program, local housing trust funds, demolition programming, Veteran's Home development

Opportunities - What are the best possible market opportunities?



Community Resources

- More investment in the hospitality sector in our region
- Promote more of the region's natural amenities and recreation opportunities
- Reinvest in communities to promote strengths
- More restaurants, breweries, and cafes



Human Capital

- Develop more Work & Learn/Apprenticeship programs for people in our region
- Create incentives for workers in the region to retain them
- Create incentives for remote workers to get them to move to our region
- Help solve the childcare crisis that faces our region to help bring women back into the workforce



Economic Competitiveness

- Work with employers in the region to determine the difficulties of hiring and helping them expand workforce development
- Retaining businesses in our region and providing guidance to young entrepreneurs to help guide them to starting their own businesses
- Help find resources for small business owners, especially minority business owners
- Create a stronger connection and foster more communication in the business community in the region



Foundational Assets

- New RTCC to manage regional transit options
- Emphasize rehabilitation of older buildings into housing developments
- More broadband expansion and access for the entire region
- Increase housing availability to attract a workforce to the region

Aspirations - What is our preferred future?



Community Resources

- Revive downtown districts to attract people to the region and help retain our current population
- Make our communities more “welcoming” by emphasizing the importance of social equity and embracing diversity
- Hold more events that can bring together the region and become a draw from other parts of the state/country
- Create a region where all families and businesses can prosper and where capital is aligned with justice
- Ensure our region is well informed about events, amenities, and natural resources available to them



Human Capital

- Increase the average education level of residents in the region
- Provide childcare options for all who need it in our region
- Retain our population, especially younger, working professionals by providing more incentives and amenities to stay in our region
- Increase the variety of jobs available in the region
- Creating social capital for new employees, entrepreneurs, and emerging leaders in our region



Economic Competitiveness

- Make succession planning a priority for businesses and retaining the businesses that we currently have
- Provide information and resources to local businesses and entrepreneurs on how they can start and/or expand their business
- Develop strategies on how to promote the jobs that are available in our region
- Increase the number of capital providers available in the region for businesses to turn to for financial support



Foundational Assets

- Provide more housing options for our region, including purchases, rentals, senior assisted living, and redeveloped housing
- Ensure broadband coverage for all areas within the region
- Create financing programs for demolition and rehabilitation projects
- Update old infrastructure at the city, school, and county levels
Water/sewer, electric, roads, trails, broadband, buildings

Results - What are the measurable outcomes?



Community Resources

- Increase population of the region
- Increase number of events held and attendance of events
- Analyze and compare marketing efforts to identify reach and impact
- Showcase success stories to help promote region and to encourage replication of successful projects in other communities



Human Capital

- Increase labor force participation
- Retain high school students before and after college
- Increase childcare options
- Higher number of workforce development programs available



Economic Competitiveness

- Increase number of businesses
- Increase succession planning
- Increase number of minority-owned businesses



Foundational Assets

- Increase in available housing units
- Broadband coverage throughout the region
- Increase infrastructure

Public Engagement

One of the most important components of the CEDS process is public engagement. The UMVRDC decided to engage with the public in a few different ways. We launched a survey, conducted interviews, and visited smaller more diverse communities.

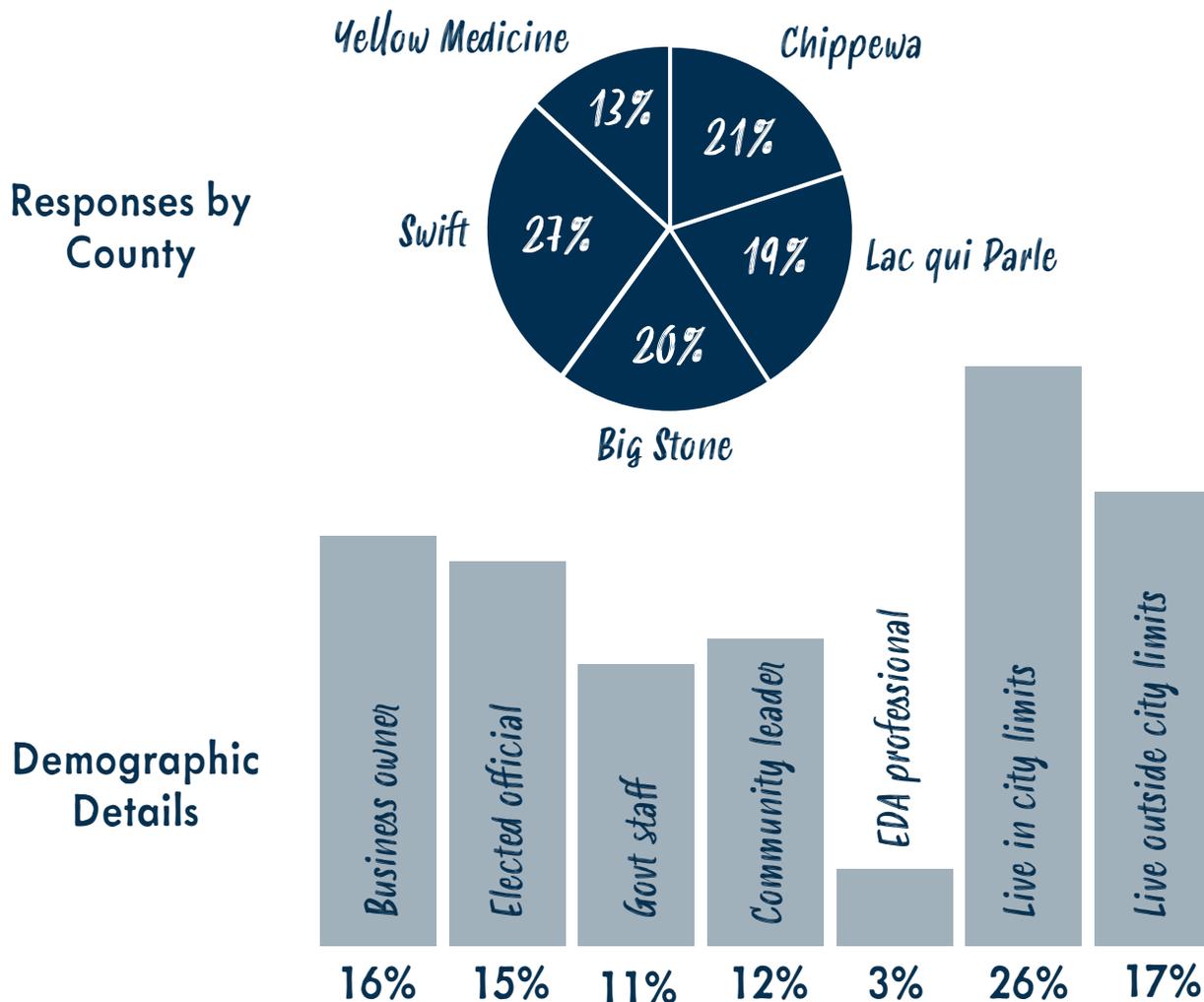
Survey Results Summary

(See Appendix for full results of this survey)

54 question survey - 185 total responses:

Sent out to local government officials, current and retired business owners in the region, community leaders, private individuals, economic development professionals, schools, chambers of commerce, and citizens of our communities.

We also took time to visit the City of Milan to meet with the Micronesian population and discussed with them what they would like to see changed in their communities and had them take the survey.





Community Resources

- 75% agreed that there were amenities in the region they enjoyed
 - Most popular included trails, golf course, lake, river, parks, friendly people, state park, outdoor activities, pools, arts
- 65% agreed they have a “Third Place;” a public space that someone frequently visits outside of their home and work
- 69% agreed they could easily find out local news and information about local community events
- 51% agreed that their community is welcoming to diverse groups of people; 29% remained neutral and 20% disagreed
- 74% agreed diverse voices should be a priority in community leadership
 - However, only 24% agreed that diverse voices are represented in the leadership of our communities; 35% disagreed and 41% remained neutral

Human Capital

- 86% agreed that the K-12 education options in the region were good quality; only 52% agreed for post-secondary/higher education options
- 80% agreed that they know of many jobs available in their communities; 62% agreed that the jobs in their communities are quality jobs
- 39% disagreed that employers have access to a skilled labor force; 37% of responses were neutral, leaving 24% that agreed employers did have access to a skilled labor force
- Even split on whether the region is attractive to workers aged 25 – 44; 34% agreed it was, 34% disagreed and 32% remained neutral
- 39% disagreed that there is quality childcare available in the region; 37% remained neutral



Economic Competitiveness

- 57% agreed that business assistance programs are available for businesses in my community; 33% remained neutral
- 46% agreed the region is attractive for opening a new business; 24% disagreed and 30% remained neutral
- 71% agreed there should be more collaboration between businesses; 28% remained neutral
- 51% remained neutral on whether workforce development was customized to the businesses in our region
- 76% agreed that businesses in their communities need more incentives to help retain employees
- 78% agreed succession planning is important to local economy
 - However, 60% remained neutral when asked if they knew of succession planning resources available; 19% agreed and 21% disagreed



Foundational Assets

- Housing was the biggest issue identified in the entire survey; 69% disagreed that quality housing was easy to find in our region
- 72% agreed they are happy with their at-home internet service and 57% agreed that they were happy with their community’s internet service
- 42% disagreed there were enough quality bike trails and walking paths; 37% agreed and 21% remained neutral
- Only 40% agreed that there were enough public transit options in their communities; 28% disagreed and 32% remained neutral
- 70% agreed redevelopment should be a priority for the region



Survey Results Summary cont...

(See Appendix for full results of this survey)

Open-Ended Questions

Top priorities for the next 5 years?

- Childcare
- Housing
- Attract younger people
- Attract new businesses
- Retain workers
- Retain businesses

Positive activities already happening in your community that you would like to see more of?

- Arts
- School-sponsored events
- Community events
- Parks
- County fairs
- Youth activism
- Keep neighborhoods clean

What would you like to see in your community that does not exist now?

- More quality & affordable housing
- New restaurants
- More entertainment, especially for younger people
- Variety of businesses
- Good childcare options
- Diversity in government



Interview Summaries

Southwest Minnesota Private Industry Council

- SWMNPIC conducted interviews in January 2021 with 11 employers in Southwest Minnesota and provided the UMRDC with the results of those interviews to assist with the creation of the CEDS
- Purpose of the interviews was to find out these employers' greatest current workforce challenges and how they plan to address them
- Top issues for these employers:
 - Finding viable/qualified applicants for positions
 - Recruitment to Southwest Minnesota is difficult
 - Gaining access to potential applicants
 - Aging workforce
 - Economic impact of COVID-19

Audrey Fuller; Tribal Planner for the Upper Sioux Community

- Conducted SOAR analysis with Audrey to help get perspective from the Upper Sioux Community on the economic development issues that they face
- Top issues Audrey addressed:
 - Lack of access to broadband
 - Need more housing available, especially for the elders
 - Strengthen connection to their culture and retain it within the tribe
 - Focus on mental health and healing from COVID-19
 - Need synergy within the tribe and between the tribe and the surrounding region
 - Educate surrounding region on the Upper Sioux and how to interact with their community respectfully
 - Change public policy to help increase support for the tribe

Micronesian Community in Milan, MN

- Staff visited Milan to get input from the Micronesian community on issues that they face in their community
- CEDS surveys were administered, and discussions were had to see what people enjoyed about their community and what changes they would like to see
- Top issues from Milan
 - Parks and recreation are very important for the Micronesian community
 - Would like to see more amenities at parks such as restrooms
 - Update and maintain the park infrastructure that is in Milan
 - A lack of childcare options available
 - Retain Micronesian culture for the members of their community
 - Lack of housing options
 - Not enough things to do in town; would like more places to shop, more restaurants, a more vibrant downtown
 - Keep town clean of garbage and making it look nice
 - Roads, trails and sidewalks all need to be updated

SMART Goals

Background: Was our region loses people, our businesses lose customers, our labor force participation decreases, new businesses don't form. The list of effects this has on our region goes on and on. The State Demographic Center estimates that between 2020 and 2030 our region is projected to lose 2,360 residents (-5.6%). However, our region saw a decline from 2010 – 2020 of 1,341 residents (-3%).

Smart Goal #1: *Maintain population in the region by reducing population loss to -1.5%.*

Action Plan:

- 1) Maintain and enhance our region's promotional efforts to attract new residents
 - Continue to build a strong Regional Marketing Program
 - Continue to build a strong MN Bump
- 2) Promote and grow arts and cultural events and destinations in the region
 - Inventory all arts and cultural events and destinations and promote through regional marketing efforts
 - Build capacity and relationships for additional arts and culture by promoting resources that can support local efforts
 - Promote the Meander Art Crawl and other arts and culture events and destinations
- 3) Identify opportunities to preserve, enhance, sustain, and promote our region's natural resources to increase resource capacity for people & businesses in the region
 - Promote the natural resource amenities in our region
 - Focus on planning centered around local foods, climate change, and renewable energy to help increase resiliency and sustainability of the region
 - Increase preservation efforts of our region's natural resources
- 4) Make our region a "Welcoming Place"
 - Promote local social equity efforts in the region
 - Increase the number of events that all people in our communities can participate in
 - Share resources and examples that would encourage local governments to try new methods to engage their diverse communities



Background: According to DEED, the labor force declined by 8.4% from 2009-2019, which is a 4.2% loss over five years. This is due to long-term decline of population in the region. The COVID-19 Pandemic was also a very destructive in the short-term, which caused an additional 2.9% decrease in labor force participation. However, just because people aren't working, that doesn't mean that there aren't jobs available. According to MN DEED's most recent county profiles, there were 6,960 job vacancies posted by employers in the 2nd Quarter of 2020, indicating extensive opportunity in the region, with openings across several occupations and industries.

Smart Goal #2: Increase overall labor force participation rate in the region by 0.5% over the next 5 years.

Action Plan:

- 1) Develop employer toolkits for our cities to utilize to help attract a labor force to the region
 - Aggregate all the job listings into an online format
 - Promote "quality of life" data, such as cost of living, childcare options, etc.
 - Build a network with employers to help them promote their jobs
- 2) Focus on gaining back jobs lost to the COVID-19 Pandemic
 - Connect and speak with employers on the implementation of strategies to help get some of their lost labor back
- 3) Increase collaboration between businesses to explore ways to address workforce retention and recruitment
 - Partner with organizations such as SWMNPIC and DEED to determine issues and work on solutions regarding employment in the region
 - Host more career fairs for students and showcasing local employment opportunities
 - Promote programs such as LYFT and CEO to increase entrepreneurship in our students
 - Promote local internships, apprenticeships and jobs that expose youth to local careers
- 4) Maintain and increase affordable, high quality childcare options to assist parents in joining the workforce.
 - Promote financial and technical programs for childcare providers
 - Share examples of childcare provider models in the region
 - Inventory and share examples of community-based support programs that support childcare (county, city, employer financial and technical support)
 - Encourage community to participate in childcare planning discussions to address local solutions.



Background: Bringing new businesses to our region is how we can stay economically competitive in not just Southwest Minnesota, but in the entire country. The number of establishments increased from 1,508 in 2016 to 1,570 by 2020, an increase of 62 new businesses

Smart Goal #3: Increase number of businesses in the region by 50 by 2027.

Action Plan:

- 1) Host BR&E Training
 - Promote training to economic development professionals, local officials, chambers, and others
 - Provide information on the importance of BR&E
- 2) Increase succession planning
 - Share resources related to succession planning to businesses in our region
 - Connect mature businesses with economic development professionals and facilitate discussions around succession planning
- 3) Provide resources for entrepreneurs to help with starting new businesses
 - Assist entrepreneurs by sharing resources with additional emphasis on diverse entrepreneurs
 - Inventory and promote all resources available to entrepreneurs in the region
 - Collaborate with lenders to provide more financial assistance for business owners
 - Provide training for business owners in new practices to help them compete in newer markets
- 4) Emphasize redevelopment opportunity areas to provide places for entrepreneurs to open businesses
 - Promoting the UMRDC'S Developable Properties inventory to our communities and entrepreneurs
 - Continue research into the creation of a redevelopment fund that could help local communities and entrepreneurs to grow or start up businesses in underutilized spaces

Background: The lack of quality housing available in our region was the largest issue that was identified in the survey that was a part of the 2022 – 2027 CEDS process.

Smart Goal #4: Increase number of housing units in our region from 21,286 to 23,000 by 2027.

Action Plan:

- 1) Identify the housing needs of communities in the region
 - Inventory the housing options that cities have and need the most
 - Share resources for increasing the diversity in housing - homes, rentals, and senior assisted living
 - Encourage communities to conduct housing studies
 - Increase the number of marketing housing available
- 2) Provide resources for redevelopment efforts in our region
 - Promote the UMRDC'S Developable Properties inventory to our communities as potential property for housing development
 - Continue research into the creation of a redevelopment fund that could help local communities redevelop housing in underutilized spaces
 - Research and promote programs for property rehabilitation
 - Inventory and promote programs for property owners in the region
- 3) Develop Housing expertise in the region
 - Convene agencies to identify funding strategies that could be replicated
 - Support housing studies being conducted in our region
 - Convene communities to discuss housing issues and needs

Background: Our region jumped from 48.75% coverage per household in 2016 to 85.49% in 2020. As we move into the next 5 years, we are striving to continue this expansion until every household in the region has quality coverage.

Smart Goal #5: *Increase broadband coverage at 100/20 mbps per household to 100%*

Action Plan:

- 1) Share resources for improving broadband
 - Inventory cities that are looking to expand broadband options and share resources
 - Engage with other broadband organizations to develop local knowledge and expertise
- 2) Advise communities on broadband planning
 - Encourage conversations with local providers
 - Encourage feasibility studies
 - Share strategies for community engagement to identify community needs
 - Provide examples and resources for community education regarding the importance of broadband
- 3) Publish new case studies on broadband development in the region
 - Meet with people who have been impacted by broadband to collect stories.
 - Promote remote working infrastructure and their tie to broadband

Background: Many of our communities require major infrastructure upgrades and have identified these needs through our CEDS Survey and UMRDC Annual Survey.

Smart Goal #6: *Update and improve infrastructure in the region.*

Action Plan:

- 1) Improve transportation in the region
 - Identify public transit needs in the region
 - Support advocacy for roads and bridges funding
 - Grow intermodal connectivity for people and products in the region through investment or services available for rail, air, truck
 - Assist communities with plans to maintain and improve non-motorized infrastructure
- 2) Build the energy infrastructure in the region to take advantage of new technology
 - Identify alternative energy resources for communities
 - Financing
 - Planning and construction
 - Encourage engagement in energy policy
 - Share information on renewable energy ordinances
 - Promote the increase of EV charging capacity in the region
- 3) Improve water/wastewater/sewer systems in region to address health, safety, and growth opportunities
 - Inventory resources and share with communities
 - Promote capital improvement planning
 - Share examples of best practices and financing from the region
 - Inventory needs for water/wastewater/sewer infrastructure in the region
 - Reduce number of communities with impaired water systems

Summary Background

An economic development snapshot

The following is a quick look at what our region looks like today. This data was used to help create the SMART goals in this document. For a more detailed look at our region, please click on the counties in the regional map to view the corresponding MN DEED County Profile.

Childcare

Number of options available

248 - Providers

593 - Children not provided for

Childcare Need Summary by County (June 2020)

| | Big Stone | Chippewa | Lac qui Parle | Swift | Yellow Medicine |
|------------------|-----------|----------|---------------|-------|-----------------|
| Capacity | 194 | 310 | 166 | 356 | 311 |
| Children under 5 | 233 | 557 | 227 | 504 | 504 |
| Childcare need | -39 | -247 | -61 | -51 | -193 |

Housing

Total Housing Units - **21,286**

Occupied - **18,432**

Vacant - **2,854**

Labor Force

Overall participation at **23,766**

Total job vacancies in the region **6,960**

Demographics

Population **41,964**

Population by Race

- White: **93.9%**
- Black or African American: **1.0%**
- American Indian & Alaska Native: **1.4%**
- Asian & Other Pacific Islander: **1.0%**
- Hispanic or Latino: **4.5%**
- Two or More Races: **1.0%**
- Other: **1.7%**

Households **18,947**

Click on the map for
MN DEED County Profiles



Broadband

Current coverage of the region

Total 85.49%, Total 48.75% in 2016

+ Increased coverage of 35.74%

98% Big Stone

83.55% Chippewa

99.57% Lac qui parle

99.5% Swift

46.22% Yellow Medicine

Socioeconomic

Number of businesses in the region - **1,570**

Unemployment Rate - **4%**

Median household income - **\$53,037**

High School Diploma - **91.44%**

Bachelors Degree - **18%**

Industry

| | Median Hourly Wage | Est. Regional Employment | Share of total Employment |
|--------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| Total, All Occupations | \$18.02 | 32,970 | 100.0% |
| Healthcare Practitioners & Technical | \$30.87 | 10,120 | 30.7% |
| Office & Administrative Support | \$17.90 | 3,580 | 10.9% |
| Healthcare Support | \$14.67 | 3,060 | 9.3% |
| Education, Training & Library | \$18.61 | 2,540 | 7.7% |
| Production | \$18.39 | 1,550 | 4.7% |
| Sales & Related | \$15.00 | 1,530 | 4.6% |
| Food Preparation & Serving Related | \$11.70 | 1,460 | 4.4% |
| Transportation & Material Moving | \$17.00 | 1,350 | 4.1% |
| Management | \$36.66 | 1,340 | 4.1% |
| Building, Grounds Cleaning & Maint. | \$14.11 | 1,090 | 3.3% |
| Community & Social Service | \$20.68 | 870 | 2.6% |
| Business & Financial Operations | \$26.40 | 790 | 2.4% |
| Construction & Extraction | \$21.77 | 730 | 2.2% |
| Protective Service | \$20.10 | 710 | 2.2% |
| Installation, Maintenance & Repair | \$21.80 | 660 | 2.0% |
| Personal Care & Service | \$12.46 | 380 | 1.2% |
| Architecture & Engineering | \$30.31 | 290 | 0.9% |
| Computer & Mathematical | \$27.33 | 280 | 0.8% |
| Life, Physical & Social Science | \$24.12 | 270 | 0.8% |
| Arts, Design, Entertainment & Media | \$19.90 | 240 | 0.7% |
| Legal | \$28.25 | 70 | 0.2% |
| Farming, Fishing & Forestry | \$18.13 | 60 | 0.2% |

Evaluation Framework

The goals that we have outlined in our CEDS will be tracked throughout the next 5 years and reported in our annual CEDS update. The following baseline data will be used to support each SMART goal.

Goal 1

The rate of decline in population

- Increase in events centered around the arts and culture
- Increase in social equity and number of people feeling welcome in the region

Goal 2

The labor force participation rate in the region

- Number of cities utilizing the employer toolkits
- Increase in childcare options available
- Increase in business/school partnerships

Goal 3

Number of businesses in the region

- Amount of BR&E Training available and number of participants
- Monitor the rate of retained businesses by reaching out to cities, chambers, and programs that aid with succession planning in the region
- Increase in redeveloped commercial areas

Goal 4

Number of total housing units available

- More market rate housing available for a variety of units
- Increase in redevelopment projects to create more housing units

Goal 5

Broadband coverage of the region

- Increase in funding opportunities available for broadband projects
- More conversations revolving around broadband
- More case studies published about broadband success stories

Goal 6

Number of new infrastructure projects that take place in our region

- More transportation projects, such as roads, bridges, public transit, bike paths, and pedestrian infrastructure
- Track the number of conversations about new energy infrastructure amongst government leaders through annual surveys
- Increased number of water/wastewater/sewer systems that get updated in the region



Appendix

Click on any of the documents below for more information

- [2020 DEED Regional Profile](#)
- [CEDS Survey Results](#)
- [2021 UMRDC Annual Survey Summary](#)
- [SWMNPIC Labor Force Interviews](#)
- [Interview w/Audrey Fuller](#)
- [DevelopMN 2019](#)
- [Broadband Maps](#)
- [Acronyms Explained](#)

Acknowledgments

The UMRDC would like to thank all the individuals and organizations who have given their time to share their vision for the region. The collaborations between organizations continue to strengthen alignment, increase efficiencies, and enhance collective impact. Collaboration brought together many professional staff and community leaders to make this document possible.

CEDS Strategy Committee:

Carrie Bendix: Executive Director - Southwest Minnesota Private Industry Council

Scott Marquardt: Economic Development Program Director – Southwest Initiative Foundation

Linda Mathiasen: EDA Director – City of Granite Falls

Vicki Oakes: EDA Community Development Director – City of Ortonville

Laura Ostlie: RDA Executive Director – Swift County

Dawn Regnier: UMRDC Board Member/Citizen of the City of Canby:

Judy Tebben: Interim Dean – MN West Community & Technical College

Erich Winters: Mayor – City of Montevideo/Business Owner; The Millenium Theater in Montevideo, MN

The strategy committee broadly represents the main economic interests of the region and actively work with the private, non-profit and education sectors within the region. Their help and guidance during the development of the CEDS was instrumental.

Special Thanks:

Audrey Fuller: Tribal Planner – Upper Sioux Community

Luke Grenier: Regional Analyst, Central & Southwest Minnesota – DEED

Ann Thompson: Community Activist and Citizen of the City of Milan

Neil Linscheid: Extension Educator - University of Minnesota Extension/EDA Center



UMVRDC CEDS

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Planning Director

DATE: November 23, 2021

RE: Benson SCDP Grant Administration Contract

The city of Benson has been awarded a Small Cities Development Program grant from the Department of Employment and Economic Development (DEED) in the amount of \$1,035,000. With other leveraged funds for the grant, the city of Dawson will have the ability to utilize \$1,194,700 in commercial and owner-occupied housing rehabilitation. The RDC's contract with the city of Benson is for general administration of the SCDP grant, which is estimated to be \$135,000. The RDC is subcontracting with the Swift County HRA for residential field administration and Prairie Five for commercial field administration.

ACTION REQUESTED:

Authorization for the Executive Director to sign the Benson SCDP Administration Contract

CONTRACT FOR PROFESSIONAL SERVICES

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and the
CITY OF BENSON
FY22-10

This Contract for Services, made this 24th day of August, 2021 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. Act as overall Administering Agent on behalf of the CITY for the Minnesota Small Cities Development Program (SCDP) grant entitled, "City of Benson Comprehensive Rehabilitation Project".

Perform all tasks in a manner which will meet or exceed the terms and conditions imposed upon the City in the Small Cities Development Program grant agreement CDAP-20-0043-O-FY21

- B. Supply all personnel required in performing the following roles. Such personnel shall not be deemed employees of the City.
 - 1. Project Director
 - 2. Environmental Coordinator – will prepare and submit the environmental review
 - 3. Finance Officer – will request funds, pay invoices, prepare semi-annual reports etc.
 - 4. Fair Housing/Equal Opportunity Officer
 - 5. Labor Standards Officer.
 - 6. Maintain a complete file of all records created or processed pertaining to the City of Benson SCDP grant and upon request, make them available for review by the CITY, the state, and auditors.
- C. Contract with the Swift County HRA and Prairie Five for field administration to assure compliance and eligibility of projects.
- D. Be the party responsible for updating and maintaining all work completed under this Contract.

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project;
- B. Authorize the UMVRDC to process pay requests with assurance that the field administrator will follow all policies and eligibility requirements adopted by the CITY
- C. Provide the UMVRDC with specific information, plans, resolutions and documents as needed to complete the UMVRDC's services
- 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. Compensate the UMVRDC in accordance with Section IV of this Contract.
- G. The UMVRDC will be responsible for reporting to the Department of Employment and Economic Development all generated income earned on activities when the grant is open. After grant closeout, the CITY is responsible for all program income reporting.

SECTION III. CONTRACT PERIOD

- A. This Contract is effective from August 24, 2021 to December 31, 2024.
- B. The time period for this Contract may be amended upon request and signed approval by both the UMVRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES AND UNIT GOALS

- A. The UMVRDC will be reimbursed for admin costs from the SCDP grant (15% of the construction amount).
- B. The SCDP grant states that there will be

- 20 Owner-occupied units rehabbed utilizing the max grant amount of \$25,000/unit
- 10 Commercial properties rehabbed utilizing the max grant \$40,000/unit

If this standard is met, the CITY will not owe any administrative costs to the UMRDC. Administrative costs will be covered by the SCDP grant.

If the number of units or the total amount in grant funds per unit varies from the original grant, the CITY may owe an amount up to the following per unit:

- Additional owner-occupied units @ \$3,750 each
- Additional commercial properties @ \$6,000 each

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

C. Termination

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

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

D. Severability

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

SECTION VI. ACCEPTANCE

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

Authorized Official Name: _____

Signature: _____

Title: _____

Date: _____

UMRDC Authorized Official Name: Dawn E Hegland

Signature: _____

Title: Executive Director Upper Minnesota Valley Regional Development Commission

Date: _____

Date of UMRDC Board Approval: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Planning Director

DATE: November 23, 2021

RE: Dawson SCDP Grant Administration Contract

The city of Dawson has been awarded a Small Cities Development Program grant from the Department of Employment and Economic Development (DEED) in the amount of \$701,500. With other leveraged funds for the grant, the city of Dawson will have the ability to utilize \$769,300 in commercial and owner-occupied housing rehabilitation. The RDC's contract with the city of Dawson is for general administration of the SCDP grant, which is estimated to be \$91,500. The RDC is subcontracting Prairie Five for field administration.

ACTION REQUESTED:

Authorization for the Executive Director to sign the Dawson SCDP Administration Contract

CONTRACT FOR PROFESSIONAL SERVICES

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and the
CITY OF DAWSON
FY22-11

This Contract for Services, made this 24th day of August, 2021 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. Act as overall Administering Agent on behalf of the CITY for the Minnesota Small Cities Development Program (SCDP) grant entitled, "City of Dawson Comprehensive Rehabilitation Project".

Perform all tasks in a manner which will meet or exceed the terms and conditions imposed upon the City in the Small Cities Development Program grant agreement CDAP-20-0042-O-FY21

- B. Supply all personnel required in performing the following roles. Such personnel shall not be deemed employees of the City.
 - 1. Project Director
 - 2. Environmental Coordinator – will prepare and submit the environmental review
 - 3. Finance Officer – will request funds, pay invoices, prepare semi-annual reports etc.
 - 4. Fair Housing/Equal Opportunity Officer
 - 5. Labor Standards Officer.
 - 6. Maintain a complete file of all records created or processed pertaining to the City of Dawson SCDP grant and upon request, make them available for review by the CITY, the state, and auditors.
- C. Contract with the Prairie Five for field administration to assure compliance and eligibility of projects.
- D. Be the party responsible for updating and maintaining all work completed under this Contract.

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project;
- B. Authorize the UMVRDC to process pay requests with assurance that the field administrator will follow all policies and eligibility requirements adopted by the CITY
- C. Provide the UMVRDC with specific information, plans, resolutions and documents as needed to complete the UMVRDC's services
- 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. Compensate the UMVRDC in accordance with Section IV of this Contract.
- G. The UMVRDC will be responsible for reporting to the Department of Employment and Economic Development all generated income earned on activities when the grant is open. After grant closeout, the CITY is responsible for all program income reporting.

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- A. This Contract is effective from August 24, 2021 to December 31, 2024.
- B. The time period for this Contract may be amended upon request and signed approval by both the UMVRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES AND UNIT GOALS

- A. The UMVRDC will be reimbursed for admin costs from the SCDP grant (15% of the construction amount).
- B. The SCDP grant states that there will be

- 18 Owner-occupied units rehabbed utilizing the max grant amount of \$25,000/unit
- 4 Commercial properties rehabbed utilizing the max grant \$40,000/unit

If this standard is met, the CITY will not owe any administrative costs to the UMRDC. Administrative costs will be covered by the SCDP grant.

If the number of units or the total amount in grant funds per unit varies from the original grant, the CITY may owe an amount up to the following per unit:

- Additional owner-occupied units @ \$3,750 each
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SECTION V. GENERAL PROVISIONS

A. Changes in UMRDC Services

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

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

SECTION VI. ACCEPTANCE

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

Authorized Official Name: _____

Signature: _____

Title: _____

Date: _____

UMVRDC Authorized Official Name: Dawn E Hegland

Signature: _____

Title: Executive Director Upper Minnesota Valley Regional Development Commission

Date: _____

Date of UMRDC Board Approval: _____