



**BOARD MEETING AGENDA**  
**Annual Meeting**  
**July 26, 2022 – 6:00pm business meeting**  
**City of Granite Falls**  
**641 Prentice Street**

**Call to Order**

**Pledge of Allegiance**

**Introductions**

**Approve Agenda/Additions**

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

**Open Public Hearing FY23 Work Plan, Budget and Levy**

**1. Consent Agenda Items**

- a. Minutes from June 2022
- b. June 2022 Treasurer's Report and List of Bills
- c. RLF Treasurer's Report
- d. FY23 Fund Balance Schedule/Policy/Resolution
- e. Designation of UMVRDC Depository
- f. FY23 UMVRDC Meeting Schedule
- g. FY22 UMVRDC Annual Report
- h. Meander Fiscal Agent

**2. Information Items**

- a. Planner Update
- b. Executive Director's Report
- c. Loan Status Report
- d. FY22 RLF Annual Report
- e. Mileage Rate Increase

**Citizen Comments**

**Close Public Hearing**

**3. Action Items**

- a. Adoption of the FY23 Indirect Cost Plan, Budget, Levy and Workplan
- b. Elect Board of Directors and Officers
- c. Public Interest Board Membership Appointments
- d. UMVRDC Advisory Committees
- e. Madison Local Assistance Fund Application

**Adjournment:**

**Next Meeting Date: Tuesday, August 23<sup>rd</sup>**

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

## **RDC BOARD MINUTES**

Upper Minnesota Valley Regional Development Commission

Appleton Civic Center

June 28, 2022

Board Members Present: Jeff Olson, Diane Kepner, Gary Johnson, Rusty Dimberg, Gary Hendrickx, Carrie Bendix, Aaron Koosmann, Brett Buer, Bill Pauling, Erich Winter, Jim Schmaedeka, Ben Bothun, John Cole

Board Members Absent: Scott Marquardt, Bill McGeary, Lucas Olson, Michele Backer, Jay Backer, Denise Hanson

Guest(s): Mark Goldberg (virtual presentation on UMVRDC Comp Study)

Staff Present: Dawn Hegland, Jackie Sigdahl, Kristi Fernholz, Melissa Streich, Matt Moe

### **Call to Order**

The meeting was called to order at 6:30pm

Pledge of Allegiance conducted

### **Approve Agenda/Additions**

**M/S/P** – Brett Buer, Carrie Bendix made motion to approve the agenda as presented.

### **Round Robin Discussion:**

- *Gary Hendrickx, Swift County:* LEC basement work begins in July. 6W Corrections has one kid in corrections today – circle sentencing drastically reducing out of home placement.
- *Jay Backer, Big Stone County:* absent
- *Gary Johnson, Yellow Medicine County:* Budget prep. Resigning as of September 1<sup>st</sup>. Shoulder widening on Hwy 40 & 119.
- *Rusty Dimberg, Big Stone County Townships:* Hwy 12 shoulder needs work. FEMA meetings have been taking place on storm damage.
- *Brett Buer, Dawson/Boyd Schools:* Construction in its final phase. Negotiations are complete with 2.9% & 2.8% for next two years. Extended contract with interim superintendent through 6/30/23.
- *James Schmaedeka, Chippewa County Townships:* Shared the positive comments from Michelle May about the RDC.
- *Bill Pauling, Chippewa County:* County Park #3-concerned landowner. VA project moving along well. Free test drives on electric Ford 150. Strategic Planning continues.
- *LqP County Townships:* VACANT
- *Jeff Olson, LqP County Municipalities:* Storm damage cleanup continues. City is a mess from construction.,
- *Aaron Koosman, Swift County Townships:* passed
- *Ben Bothun, LqP County:* Facilities project is in the design phase. Getting bids in the fall with construction in spring. Budget begins in July.

- *Diane Kepner, Prairie Five CAC, Inc*: Increase in nutrition food costs. Received new van and bus. RTCC update-go ahead with program.
- *Bill McGeary, Benson Schools*: absent
- *Lucas Olson, Swift County Municipalities*: absent
- *Carrie Bendix, Private Industry Council*: May local unemployment statistics were shared for 6W. End of fiscal year for PIC – monitoring by DEED.
- *Erich Winter, Chippewa County Municipalities*: passed
- *Upper Sioux Community*: VACANT
- *Michele Backer, Big Stone County Municipalities*: absent
- *Scott Marquardt, SWIF*: absent.
- *Denise Hanson, Yellow Medicine County Municipalities*: absent
- *John Cole, Yellow Medicine County Townships*: Gary, SD 150<sup>th</sup> celebration over the holiday weekend.
- *Dawn, UMRDC*: Interviews taking place for RLF & Community Development positions.

## 1. Action Items

### a. FY22 Budget Revision

The final FY22 budget revision will be submitted for the audit showing \$1,177,266 in revenue and \$17,327 surplus in expenses.

**M/S/P** – Gary Johnson, Rusty Dimberg made motion to approve the FY22 budget revision.

### b. FY23 Levy Recommendation

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

**M/S/P** – Gary Hendrickx, Gary Johnson made motion to approve a 3% increase to the FY23 tax levy totaling \$355,246. This will be presented and adopted at the public meeting portion of the annual meeting.

### c. FY23 Draft Budget

Beginning shortfall is \$-298,000. This draft budget will continue to change as contracts are added.

**M/S/P** – Jeff Olson, James Schmaedeka made motion to use the FY23 fiscal year budget at the public meeting portion of the annual meeting.

### d. FY23 Draft Statement of Indirect and Direct Expenses

The indirect cost process is used as a fair and equitable way of distributing expenses across agency program areas. These documents continue to be refined.

**M/S/P** – Brett Buer, Bill Pauling made motion to recommend the draft FY23 statement of indirect costs be presented at the public meeting portion of the annual meeting.

### e. Nominating Committee Report

The nominating committee made recommendations for FY23. Board of Director's may serve four consecutive years. These nominees will be presented at the annual meeting.

**M/S/P** – Gary Hendrickx, Carrie Bendix made motion to approve the following Board of Directors for FY23 which will be presented for adoption at the annual meeting.

Big Stone County:

Jay Backer – FY21, 22, 23  
Michele Backer - Alternate

Chippewa County:

Jim Schmaedeka – FY20, 21, 22, 23  
Bill Pauling – Alternate

Lac qui Parle County:

Brett Buer – FY21, 22, 23  
Jeff Olson - Alternate

Swift County:

Lucas Olson – FY21, 22, 23  
Bill McGeary – Alternate

Yellow Medicine County:

John Cole – FY23  
New Commissioner – Alternate

f. Chippewa County Local Assistance Fund Request  
Chippewa County is requesting assistance to write a Border-to-Border Broadband Grant. Total cost is \$10,000 + expenses.

**M/S/P** – Gary Hendrickx, Gary Johnson made motion to fully fund the \$4,000 request from the Local Assistance Fund request for Chippewa County.

**2. Information Items**

- a. Planner Update – A detailed summary of current projects being worked on in the office by various staff.
- b. Executive Director’s Report – A brief summary of activities that have required Dawn Hegland’s time and attention during the past month.
- c. RLF Update Loan Status Report on the detailed activity/inactivity of current and potential loans on all three accounts.
- d. Annual Meeting – This year it will take place in Granite Falls. Will include dinner, meeting, and a walking tour and speakers. An itinerary will be forwarded once details are completed.

**3. Discussion Items**

- a. UMRDC Compensation Study  
Mark Goldberg, David Drown Associates consultant, presented an overview of the organizational structure and compensation study that has been in process for the past 9 months. New recommended salary grids were created. A portion of the total cost for the new proposals is included in the FY23 budget.

**M/S/P** – James Schmaedeka, Bill Pauling made motion for the adoption of Option 2 compensation structure and implementation effective July 1, 2022. Opposed-Gary Hendrickx and Gary Johnson.

b. UMVRDC Remote Work Policy Revision

Review of the telecommuting policy was reviewed. These changes affect all staff and offer the benefit of flexibility.

**M/S/P** – Gary Hendrickx, Bill Pauling made motion to adopt the new remote work policy effective July 1, 2022.

c. FY23 Public Interest Representatives

We have four positions that we have the ability to choose who fills these spots. Much discussion has been made on how to select these individuals and the best interest of the agency.

**M/S/P** – Brett Buer, James Schmaedeka made motion to renew the terms for Carrie Bendix, Diane Kepner, and Scott Marquardt. The agency will look for a new representative to replace the position currently held by Dawn Regnier. Opposed-Gary Johnson.

**4. Consent Agenda**

- a. May 2022 Meeting Minutes
- b. May 2022 Treasurer's Report and Board Payment Listings
- c. RLF Treasurer's Report
- d. Board of Directors Minutes 5-24-22
- e. FY23 Local Assistance Fund
- f. FY22 Fund Balance/Policy/Resolution
- g. FY23 Technical Assistance Rate
- h. FY23 Workplans
- i. Meander MN State Arts Board Grant
- j. Out of State Travel
- k. HAZUS Contract with University of MN Duluth for Chippewa Co Hazard Mitigation Plan
- l. RLF ARPA Grant Award and Plan
- m. Chippewas County Border to Border Grant Application
- n. Madison Comprehensive Plan Contract
- o. Board of Directors Minutes 6-22-22

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

- Approval of the May 2021 meeting minutes
- Approval of the May 2021 Treasurer's Report and Board Payment Listings 21946-21972 and all ACH transactions
- Approval of the RLF treasurer's report: Lending balances-Original \$335,046.03 and Disaster \$119,887.18 and CARES \$138,415.58
- Approval of the May 24, 2022 Board of Directors meeting minutes
- Approval of the budget committee's recommendation of \$20,000 from the FY23 levy for the Local Assistance Fund and leave the maximum award at \$4,000

- Approval of the Governmental Accounting Standards Board (GASB 54) policy with no changes; reviewed the FY22 Fund Balance Schedule as presented with the FY23 draft with comparison to FY22
- Approval of the new technical rate to \$95 in the region and \$100 outside the region for all new contracts
- Authorization for the FY23 agency workplan be published in preparation for adoption at the annual meeting
- Approval of signature on the grant application and contract if funded as the fiscal agent to the Minnesota State Arts Board
- Approval for authorization for out of state travel for staff to attend EDD Leadership Forum and NADO annual training conference
- Authorization of the executive director's signature on the contact with the University of MN-Duluth for Level 2 HAZUS Flood Analysis for Chippewa County's Hazard Mitigation Plan update
- Authorization for the executive director's signature on all required grant award documents and adoption of the new ARPA RLF loan plan
- Approval of signature on the contract with Chippewa County for border-to-border grant application
- Authorization for the executive director's signature on the \$30,000 contract with the City of Madison for comprehensive planning
- Approval of the June 22, 2022 Board of Directors meeting minutes

**Citizen Comment**

none

**Adjournment**

Motion made by James Schmaedeka, Brett Buer at 8:45pm. Meeting ended.

APPROVED BY:

PREPARED BY:

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Board Representative  
Title

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Jackie Sigdahl  
UMVRDC Administrative Assistant

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Matt Moe, Finance Director  
DATE: July 26, 2022  
RE: June 2022 Treasurer's Report & Payment Listing

Attached is the treasurer's report for June 2022. 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 June.

I am working on closing out the fiscal year. I will be recording the final receivable numbers and any June 2022 invoices that are received to close out the fiscal year.

**ACTION REQUESTED:**

For the Commission to approve the June 2022 Treasurer's Report, and Board Payment Listing with all checks (check # 21973 - 22002) and all ACH transactions.

**June 2022 Check/ACH Listing**

<u>Check#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
21573	06/07/2022	CCM Wellness Center	(75.00)	Damage Deposit for Annual meeting
21973	06/20/2022	Gary Johnson	88.29	Board Meeting
21974	06/15/2022	George Kahmann	1,035.00	meander 2022
21975	06/15/2022	Advocate Tribune	65.00	renewal
21976	06/15/2022	CITY OF APPLETON	1,016.67	june rent
21977	06/15/2022	Clara City Herald	196.00	position ads/webinar
21978	06/15/2022	DONS FOOD PRIDE	20.36	supplies
21979	06/15/2022	Grants Management Systems, Inc.	52.00	annual maint
21979	06/15/2022	Grants Management Systems, Inc.	456.00	license/warranty
21980	06/15/2022	Michelle Kranz	213.75	cleaning services
21981	06/15/2022	MN PEIP	9,408.54	inv#1203978 July coverage
21982	06/15/2022	Mobridge South Dakota Tribune	539.00	yellowstone trail ad
21983	06/15/2022	Pemberton, Sorlie, Rufer & Kershner, PLLP	210.00	legal inquires
21984	06/15/2022	Scarcely Ltd.	450.00	508 st olaf ave n, canby
21985	06/15/2022	Vivid Image, Inc.	2,930.00	pw google ads
21985	06/15/2022	Vivid Image, Inc.	670.00	pw google ads
21986	06/15/2022	Wilcox Law Office PA	1,225.29	10th ave rebuilders closing costs
21986	06/15/2022	Wilcox Law Office PA	1,192.05	donners garage closing costs
21986	06/15/2022	Wilcox Law Office PA	931.00	montevideo river side auto closing costs
21986	06/15/2022	Wilcox Law Office PA	1,501.00	donners service
21987	06/15/2022	Xerox Corporation	315.28	may base charge
21988	06/28/2022	360 Design House	3,515.00	2022 byway vg
21989	06/28/2022	Appleton Press	156.71	cdbg-appleton legal notice
21990	06/28/2022	Chase Card Services	305.99	mm: supplies/sos/flowers/travel
21990	06/28/2022	Chase Card Services	161.57	kf: subscription/website
21990	06/28/2022	Chase Card Services	384.55	bs: travel
21990	06/28/2022	Chase Card Services	29.99	ms: adobe
21990	06/28/2022	Chase Card Services	191.37	fuel
21990	06/28/2022	Chase Card Services	728.46	dh: MS/supplies/plants/travel/ads/dues
21991	06/28/2022	mapformation, LLC	350.00	byway map updates
21992	06/28/2022	Merritt Construction, Inc.	40,000.00	205 1st st w, canby
21993	06/28/2022	S & L General Contracting	12,050.00	1032 10th ave, clarkfield
21994	06/28/2022	Scarcely Ltd.	450.00	209 10th st n, benson
21994	06/28/2022	Scarcely Ltd.	450.00	506 19th st n, benson
21994	06/28/2022	Scarcely Ltd.	450.00	507 17th st s, benson
21994	06/28/2022	Scarcely Ltd.	450.00	610 10th st s, benson
21994	06/28/2022	Scarcely Ltd.	450.00	910 15th st s, benson
21994	06/28/2022	Scarcely Ltd.	450.00	910 montana ave, benson
21994	06/28/2022	Scarcely Ltd.	450.00	1908 countryside dr, benson
21960	06/29/2022	KDMA - Ingstad Broadcasting	(200.00)	meander ads
21995	06/30/2022	Ben Stoterau	150.00	photo for byway vg
21996	06/30/2022	Lowell Schmidt Construction	9,000.00	232 e ronning ave, appleton
21997	06/30/2022	Pioneer PBS	2,170.00	meander videos
21998	06/30/2022	Prairie Five CAC	250.00	335 5th ave, GF
21999	06/30/2022	S & L General Contracting	1,125.00	300 sunnyside ave, watson
22000	06/30/2022	Scarcely Ltd.	450.00	621 county rd 9, watson
22000	06/30/2022	Scarcely Ltd.	450.00	451 park ave, watson
22000	06/30/2022	Scarcely Ltd.	450.00	1162 4th st, GF
22001	06/30/2022	Upper MN Valley RDC Revolving Loan Fund	15,776.21	RLF-repay admin fees
22002	07/20/2022	Gary Johnson	280.09	board meeting
ACH	06/05/2022	Federated Telephone, Inc	228.94	Telephone/Internet
ACH	06/05/2022	Delta Dental	575.10	Dental Insurance
ACH	06/05/2022	MN State Retirement System	995.00	Staff PR Deferred comp
ACH	06/05/2022	Internal Revenue Service	5,544.77	UMVRDC Staff PR taxes
ACH	06/05/2022	State of Minnesota	993.00	Staff State taxes
Direct Deposit	06/05/2022	PSB-Upper MN Valley RDC - Staff PR	16,655.91	Staff Payroll
ACH	06/05/2022	Public Employees Retirement Assoc	3,745.87	Staff PR PERA
ACH	06/20/2022	Internal Revenue Service	6,547.69	UMVRDC Staff PR taxes
ACH	06/20/2022	State of Minnesota	952.00	Staff State Taxes
ACH	06/20/2022	MN State Retirement System	6,915.00	Staff PR Deferred comp
ACH	06/20/2022	Public Employees Retirement Assoc	4,522.95	Staff PR PERA
ACH	06/05/2022	Further Select Account	1,902.46	Staff PR HSA
ACH	06/20/2022	Further Select Account	1,902.46	Staff PR HSA
Direct Deposit	06/20/2022	PSB-Upper MN Valley RDC - Staff PR	15,796.30	Staff Payroll
ACH	06/05/2022	Prairie Sun Bank	28.00	direct deposit fee
ACH	06/15/2022	Syvantis	725.42	sharepoint support
ACH	06/20/2022	Further Select Account	28.00	Admin fee
ACH	06/01/2022	The Hartford	35.70	Life Insurance
ACH	06/15/2022	Aflac	334.68	May & June payment
ACH	06/15/2022	Further Select Account	1,103.67	medical flex
			<u>182,898.09</u>	Total Checks/ACH payments

**Pass-Thru Payments**

UMVRDC Secretary/Treasurer      Date

UMVRDC Executive Director      Date



Jun-22					
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
	FY22	Current	YR-To-DT	Percent	
	Revised Budget	June	June	of Budget	
<b>Agency Revenues</b>					
Interest	3,000	42	2,257	75%	
Levy	339,500	167,524	341,614	101%	
Potential HH Grants \$20,000 - will reduce levy as awarded	(8,000)		-	0%	
Big Stone County Solid Waste Plan	(4,000)		(4,000)	100%	
Madison EDA Grant App	(4,000)		(4,000)	100%	
Ortonville SCDP App	(4,000)		(4,000)	100%	
Match Fiscal Year 22 - will reduce as matched to contracts below			-		
Prairie Waters	(20,000)		(20,000)	100%	
Transportation	(13,235)		(13,235)	100%	
Miscellaneous	1,250	217	1,432	115%	
<b>Ongoing Program Revenue</b>					
EDA Planning Grant	70,000		70,000	100%	
Meander	22,000	24,200	104,706	476%	
Prairie Waters / Get Rural ( \$20,000 FY22 Match)	93,000	3,227	145,045	156%	
Revolving Loan Original and Disaster Fund Admin	14,000	3,635	30,180	216%	
Revolving Loan Fund CARES Admin	89,000	60,566	93,132	105%	
Transportation Planning Grant FY21 ( Includes 13,235 FY22 Match)	88,235		80,735	91%	
<b>Local Contract Revenue</b>					
<b>New Contracts needed</b>	-		-		
<b>Technical Assistance</b>	-		-		
Appleton Capital Improvement Plan	4,800		-	0%	
Big Stone County Solid Waste Plan	1,000		4,000		
Byway Visitor Guide Ad sales		5,943	17,970		
Dawson Roof Replacement	620		620	100%	
Byway MnHS Partnership Project	57,400		900	2%	
Chippewa County Broadband Outreach	2,200		2,056	93%	
Chippewa County Hazard Mitigation	19,500		-	0%	
EDA CARES	202,000		117,456	58%	
Granite Falls EDA Marketing	1,200	1,200	1,200	100%	
Local Transit Plan	32,000		3,945	12%	
Maynard Bank Building Implementation	7,100		2,200	31%	
SWIF Childcare Outreach	4,000	4,000	4,000	100%	
Swift County Environmental Services	12,000		9,595	80%	
Swift County OHV Master Plan	1,960		1,961	100%	
Upper Sioux Hazard Mitigation	19,370	18,000	18,329	95%	
<b>Grant Writing and Administration</b>					
Appleton RLF Admin	1,000	856	856	86%	
Benson EDA Grant Admin	3,000		-	0%	
Benson EDA Grant Writing	300	327	327	109%	
Chippewa County Broadband App	2,000				
CDBG - CV Admin - Appleton	28,000		-	0%	
CDBG - CV Admin - Madison	22,000		-	0%	
Clarkfield SCDP Project Income admin	800	959	959	120%	
Granite Falls Memorial Park (GMRTPC)	2,800		5,713	204%	
Granite Falls Park Conservation Legacy Grant	2,000		-	0%	
LQP RLF Admin	3,800	3,097	3,197	84%	
Madison CDBG grant app	4,000	(164)	3,836	96%	
Madison EDA Grant writing	10,000		10,000	100%	
Ortonville SCDP Grant Application	10,000		10,000	100%	
SCDP Admin - Appleton	4,000		-	0%	
SCDP Admin - Benson	7,000	-	-		
SCDP Admin - Canby	9,000		-	0%	
SCDP Admin - Clara City	4,000		1,756	44%	
SCDP Admin - Clarkfield	5,024		-	0%	
SCDP Admin - Dawson	10,000		-		
SCDP - Admin Granite Falls	642		-	0%	
SCDP - Admin Milan Watson	6,000		-	0%	
Swift County EDA Grant writing	10,000		10,000	100%	
<b>Total Revenue</b>	<b>1,177,266</b>	<b>293,628</b>	<b>1,054,742</b>	<b>90%</b>	
<b>Pass-Thru Revenue (not included above)</b>		<b>222,172</b>	<b>2,010,742</b>		

	FY22 Budget			
<b>Expenses</b>				
Salaries/Fringe	868,719	73,248	857,755	99%
<b>Commissioner's Expense</b>			-	
Per Diem / FICA	8,800	2,019	9,070	103%
Public Officials Ins.	4,500		4,146	92%
Meeting Expense	1,800	(75)	1,770	98%
Travel C&C	4,500	1,182	5,332	118%
Training			-	
Audit	14,000		14,829	106%
Contract for Services			-	
Additional Contract work	0		250	
EDA Grant app contract work	8,960		8,960	100%
Comp and Structure study	11,600		-	0%
Computer Technical Assistance	12,000		11,222	94%
Syvantis	8,600	725	8,678	101%
Copy Charge/xerox lease	4,000	630	3,734	93%
Depreciation	6,700	688	7,622	114%
Dues / memberships	3,000	16	1,738	58%
Insurance	1,300		988	76%
Legal Fees	2,000	280	1,052	53%
Miscellaneous	1,000	248	1,720	172%
Office Rent	12,210	1,017	12,200	100%
Postage	3,500		3,550	101%
Printing/Advertising	6,500	614	7,164	110%
RDC Marketing Item	2,000		-	0%
Registration/Conference	2,000	129	1,303	65%
Repairs/Maintenance	1,600	481	2,088	131%
Software GMS/GIS/General	9,150	508	5,638	62%
Sub./Publications	2,000	95	2,199	110%
Supplies	3,500	450	3,419	98%
Telephone/Internet	5,000	195	4,865	97%
Staff Expense			-	
Travel	10,000	1,123	7,203	72%
Morale	2,000		1,838	92%
Wellness	2,000	97	1,328	66%
Web Hosting/Maintenance	3,500		5,080	145%
<b>Pass Thru Activity</b>			-	
Byway Partnership Project	29,800	3,865	20,775	70%
EDA CARES	50,000	2,930	44,040	88%
Meander	23,000	5,669	20,648	90%
Prairie Waters Ads	23,700	1,355	32,983	139%
Swift County Environmental Services	7,000	0	6,997	100%
<b>Total Expenses</b>	<b>1,159,939</b>	<b>97,487</b>	<b>1,122,184</b>	<b>97%</b>
<b>EXCESS REV. OVER EXP.</b>	<b>17,327</b>	<b>196,141</b>	<b>(67,442)</b>	
General Checking	\$ 432,555			
Money Market	\$ 22			
Certificate of Deposit	\$ 368,207			
RLF Savings	\$ 736,560			
Agency Auto	\$ 48,708			
Equipment Fund	\$ 21,101			
<b>UMVRDC Secretary/Treasurer</b>	<b>Date</b>	<b>UMVRDC Executive Director</b>		<b>Date</b>

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 26, 2022

RE: RLF Treasurer's Report

Financial information presented in this report is separated into the three RLF loan fund pools the UMVRDC currently manages. The report shows the active loans in the RLF portfolios. In the RLF treasurer's report the following information regarding each loan is presented: borrower, loan amount, interest rate, term, the loan pool from which each loan is from, informational notes, and activity detail for the loan transactions.

At the bottom of the report, the balances of the bank accounts are presented. First, the amounts for each RLF loan fund pool are presented as totals. These totals show the total of the outstanding loan balance for each fund and the addition of each corresponding month-end bank balance. Each fund's monthly activity is broken down into the various activities that affect the bank balances and the balances available for lending.

**ACTION REQUESTED:** To approve the UMVRDC's June 2022 RLF Treasurer's Report with the following available for lending balances – \$331,597.39 (*Original RLF*) and \$121,063.95 (*Disaster RLF*) and \$184,631.38 (*CARES RLF*).

**June 2022 RLF TREASURER'S REPORT**

Borrower	City	Terms					Loan Closed	Notes	Reporting Transactions			
		Original RLF Loan Amount	Disaster RLF Loan Amount	CARES RLF Loan Amount	Interest Rate	Term (years)			Payments	Original RLF Balance at 06/30/2022	Disaster RLF Balance at 06/30/2022	CARES RLF Balance at 06/30/2022
After Five Supper Club	Madison	40,000			5.00%	5	9/14/2018		\$ 316.32	\$ 36,000.08		
Anderson TeBeest Funeral Home	Granite Falls	69,720			4.50%	7	3/29/2018		\$ 970.12	\$ 30,927.09		
Anderson TeBeest Funeral Home #2	Granite Falls			60,000	0.00%	5	2/18/2021		\$ 1,001.00			\$ 44,000.00
Appleton Power	Appleton	40,000			4.00%	10	11/1/2018		\$ 404.98	\$ 29,246.58		
BKP Jewelers LLC-Korthuis Jewelers	Granite Falls	38,000			4.00%	7	6/19/2020		\$ 520.41	\$ 29,242.69		
Books by Kelly	Granite Falls	20,000			5.00%	5	7/31/2010		\$ 121.69	\$ 3,827.13		
Clara City Foods, Inc	Clara City	100,000	100,000		2.44%	10	4/8/2016		\$ 2,056.74	\$ 45,095.60	\$ 45,095.60	
Custom Roto-Mold, LLC	Benson	150,000	50,000		0.00%	10	5/28/2021		\$ 1,667.67	\$ 134,999.97	\$ 44,999.99	
Devo's Paint and Body	Dawson			88,000	0.00%	7	11/24/2020		\$ 1,048.62			\$ 70,190.46
Donner's Garage	Clara City	163,500			0.00%	5	2/24/2022		\$ 909.33			\$ 160,775.01
Donner's Service Loan #1	Clara City			36,500	0.00%	5	4/13/2022		\$ 202.78			\$ 36,094.44
Donner's Service Loan #2	Clara City	163,500		0	4.00%	5	4/13/2022		\$ 1,210.39	\$ 162,208.01		
Evenson Properties, LLC ( Ambient)	Benson			107,500	0.00%	10	2/12/2021		\$ 896.83			\$ 93,166.72
Falls Café and Canoe	Granite Falls	15,100			5.00%	5	6/25/2020		\$ 285.96	\$ 10,080.94		
Fernholz Concrete, LLC	Madison			32,000	0.00%	10	6/29/2021		\$ 267.67			\$ 28,799.96
Granite Falls Dairy Queen, Inc	Granite Falls	100,000			4.00%	10	4/25/2012		\$ 1,013.45	\$ 2,421.38		
Granite Falls Woodworks	Granite Falls			51,000	0.00%	10	11/4/2020		\$ 426.00			\$ 42,500.00
Handeland Granite Falls, LLC	Granite Falls			101,008	0.00%	15	8/13/2021		\$ 562.16			\$ 95,396.40
Headquarters Bar & Grill	Graceville		90,000		5.50%	10	10/26/2018		\$ 977.74		\$ 66,623.85	
Jamers 1 Stop	Clinton		20,000		4.50%	5	3/1/2018		\$ 373.86		\$ 4,568.69	
JAT Holdings, LLC	Montevideo			200,000	0.00%	10	3/29/2021		\$ 1,112.11			\$ 183,333.35
Krave Wellness Studio	Canby	26,000			5.00%	5	7/24/2019		\$ 491.65	\$ 13,734.90		
Lein Lumber, LLC	Madison			90,000	0.00%	7	10/21/2020		\$ 751.00			\$ 75,000.00
Lumpy's Inc.	Maynard	30,000			5.00%	5	12/14/2017		\$ 566.14	\$ 7,034.87		
Madsen Chiropractic	Montevideo			117,000	0.00%	10	12/29/2020		\$ 976.00			\$ 100,425.00
Marathon Holdings GoFasters Power	Ortonville	50,000	50,000		5.00%	15	6/14/2019		\$ 791.79	\$ 44,421.16	\$ 44,421.16	
Merritt Construction, Inc.	Porter	10,000			4.50%	12	7/11/2012		\$ 104.64	\$ 205.83		
Montevideo Design Group	Montevideo			200,000	0.00%	5	3/18/2021		\$ 1,667.67			\$ 174,999.95
Montevideo River Side Auto Body LLC- Dustin German	Montevideo			50,000	0.00%	15	7/20/2021		\$ 278.80			\$ 46,944.20
Northern Geo, LLC	Appleton	50,000	100,000		2.44%	10	2/27/2014		\$ 1,013.88	\$ 14,827.29	\$ 29,654.57	
Northern Geo, LLC (2)	Appleton	60,000	20,000		4.25%	10	1/6/2017		\$ 819.50	\$ 32,651.85	\$ 10,883.95	
R & R Outdoors	Appleton	11,000			0.00%	10	8/23/2013		\$ -	\$ 7,537.20		
SEWearable Designs (2)	Appleton	27,250			4.50%	10	2/14/2017		\$ 282.41	\$ 15,353.88		
Stony Ridge Foods, Inc	Benson	150,000	50,000		4.00%	10	6/30/2020		\$ 2,025.90	\$ 125,719.55	\$ 41,906.52	
Streblo Family Enterprise dba Carl's Bakery	Granite Falls		50,000		5.00%	10	8/30/2019		\$ 531.33		\$ 40,521.59	
Sunshine & Whiskey, LLC	Watson			77,100	0.00%	10	10/14/2020		\$ 643.50			\$ 64,250.00
The Dryer Doctors	Montevideo	34,000			4.50%	10	8/14/2017		\$ 353.37	\$ 20,631.95		
The Dryer Doctors (2)	Montevideo	28,000			4.50%	10	7/31/2019		\$ 290.19	\$ 22,317.53		
10th AVENUE REBUILDERS LLC	Montevideo			188,820	0.00%	10	11/9/2021		\$ 1,574.50			\$ 177,805.50
The Sawmill	Granite Falls	50,000			4.00%	10	3/31/2010		\$ 203.81	\$ 19,841.48		
Trish's Catering	Clara City	38,000			4.25%	10	5/31/2017		\$ 390.26	\$ 23,602.39		
Wager Chiropractic, P.L.L.C.	Dawson			39,572	0.00%	10	5/18/2021		\$ 330.77			\$ 35,284.99
Western Consolidated Cooperative	Appleton	100,000	100,000		4.25%	10	10/24/2017		\$ 2,049.75	\$ 58,452.20	\$ 58,452.20	
Williams Family Companies, LLC	Granite Falls			118,000	0.00%	10	1/14/2021		\$ 657.00			\$ 106,848.00
		1,400,570	630,000	1,720,000					\$ 33,139.69	\$ 890,381.55	\$ 387,128.12	\$ 1,535,813.98

Balance of Bank Accounts			
<b>Total Original RLF Funds:</b>	<b>1,252,126.14</b>	<b>Total Disaster RLF Funds:</b>	<b>513,116.76</b>
<b>Total Cores RLF Funds</b>			<b>1,720,445</b>
<b>CARES Grant Award</b>			<b>\$ 1,720,000.00</b>
<b>Cares funds loan request to date:</b>			<b>\$ 1,720,000.00</b>
Previous month's bank balance	\$ 335,406.03	Previous month's bank balance	\$ 119,887.18
Loan Repayment	13,697.70	Loan Repayment	6,136.25
Loan Disbursement		Loan Disbursement	
June 2022 Bank Interest	57.47	June 2022 Bank Interest	20.21
Admin Transfer -	15,776.21	Admin Transfer	
Origination or Loan Payoff Fees	(3,192.82)	Origination or Loan Payoff Fees -	(55.00)
<b>Bank Account Balance at 06/30/2022</b>	<b>\$ 361,744.59</b>	<b>Bank Account Balance at 06/30/2022</b>	<b>\$ 125,988.64</b>
<b>Bank Account Balance at 06/30/2022</b>		<b>Bank Account Balance at 06/30/2022</b>	<b>\$ 184,631.38</b>
<b>Committed:</b>			
Administration available to transfer	\$ 30,147.20	Administration available to transfer	\$ 4,924.69
<b>Total Committed Funds</b>	<b>\$ 30,147.20</b>	<b>Total Committed Funds</b>	<b>\$ 4,924.69</b>
		<b>Total Committed Funds</b>	<b>\$ -</b>
		<b>Cares Funds remaining to disburse</b>	<b>\$ -</b>
<b>Balance available for lending</b>	<b>\$ 331,597.39</b>	<b>Balance available for lending</b>	<b>\$ 121,063.95</b>
		<b>Balance available for lending</b>	<b>\$ 184,631.38</b>

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

Date

Date

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Matt Moe, Finance Director  
DATE: July 26, 2022  
RE: FY23 Fund Balance Schedule/Policy/Resolution

A requirement of GASB #54 is that the attached FY23 Fund Balance Schedule and Policy be reviewed each year to ensure that there are sufficient unassigned general fund dollars. There are no changes since last year. A resolution is required documenting the adopted policy and schedule and it is enclosed for your review and approval.

**ACTION REQUESTED:**

For the Commission to approve the existing Governmental Accounting Standards Board (GASB 54) policy, schedule, and resolution #23-01.

**Upper MN Valley Regional Development Commission**  
**Governmental Accounting Standards Board (GASB #54)**  
*Fund Designation Policy*

**PURPOSE**

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

**GENERAL STATEMENT OF POLICY**

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

**DEFINITIONS**

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

**ORDER OF RESOURCE USE**

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

**COMMITTING FUND BALANCE**

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

ASSIGNING FUND BALANCE

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

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

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

REVIEW

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

\_\_\_\_\_  
Chairman (UMVRDC)

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Executive Director (UMVRDC)

\_\_\_\_\_  
Date

**Upper MN Valley Regional Development Commission**  
**FY23**  
**FUND BALANCE DESIGNATION SCHEDULE**  
**7/26/2022**

**FY23 Schedule**  
**Non-Spendable**

Inventory  
Prepays

**Restricted**

Revolving Loan Fund - (for relending)  
Scenic Byway Savings  
Meander (Jo Pederson Funds)

**Committed**

\* Sick Leave Designation  
\*\* Vacation Designation  
Unemployment Designation (\$10,000)  
\*\*\* Medical HSA Allocation (\$24,000)  
Flex Account

**Assigned**

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

**Unassigned**

Fund Balance

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UMVRDC Chairman – Date

---

Dawn Hegland  
UMVRDC Executive Director - Date

- \* The sick leave fund will be adjusted at the end of the year by taking the applicable rate of the year end accrual listed in the year to date cost allocation report.
- \*\* The Annual leave fund will be adjusted at the end of the year by the amount listed in the cost allocation report.
- \*\*\* Medical HSA Allocation is \$1,600/year per employee single - \$3,200 year family





Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
 Helping Communities Prosper

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

**RESOLUTION**  
**23-01**  
**for FY23 Fund Balance**  
**Governmental Accounting Standards Board (GASB) 54 Regulations**  
**July 26, 2022**

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

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

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

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

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

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

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

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

\_\_\_\_\_  
 UMVRDC Representative

\_\_\_\_\_  
 Date

ATTEST: \_\_\_\_\_  
 Executive Director (UMVRDC)

\_\_\_\_\_  
 Date

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Matt Moe, Finance Director  
DATE: July 26, 2022  
RE: Depository

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

Our current approved account locations are as follows:

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

I would recommend keeping the four entities as our depository for FY2023.

**ACTION REQUESTED:**

For the Commission to designate and approve a depository for agency funds for FY2023.

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 26, 2022

RE: UMRDC Meeting Schedule

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

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

**MONTHLY BOARD MEETING SCHEDULE**

All meetings begin at 6:30pm on the 4<sup>th</sup> Tuesday of each month unless notified otherwise.

July 26, 2022 – Annual Meeting in Granite Falls

August 23, 2022

September 27, 2022

October 25, 2022

November 22, 2022

December – **No Meeting**

January 24, 2023

February 28, 2023

March 28, 2023

April 25, 2023

May 23, 2023

June 27, 2023

**ACTION REQUESTED:**

To approve the Board meeting schedule for FY23.

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Dawn Hegland, Executive Director  
DATE: July 26, 2022  
RE: Annual Report

The fiscal year 2022 UMRDC Annual Report has been completed and will be presented for adoption at the annual meeting. It will be mailed or emailed to stakeholders throughout our region, state and country. It will also be available digitally on our website. Additional printed copies will be distributed by staff at various meetings and events throughout the rest of the coming year.

I want to thank staff for all their work on the projects listed in the annual report and a special thanks to Melissa and Jordan for wrangling the project stories that are written by each staff and for developing the design and getting the final design to the printer in time for our annual meeting. We consistently get comments from colleagues on the professional brand we portray in all of our agency materials, and we are fortunate that we have the expertise in house to do this work.

**Action Requested**

Adoption of the FY2022 UMRDC Annual Report.

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Kristi Fernholz, Planning Director  
DATE: July 26, 2022  
RE: Meander Fiscal Agent and Grant Application

The UMRDC has been involved in coordinating the Meander Art Crawl since 2004. Since the Meander is not a formal organization, a fiscal agent is needed to procure grant funds. A signature is needed on the Southwest Minnesota Arts Council (SMAC) grant application as well as a fiscal agent agreement for the 2022 Meander.

**ACTION REQUESTED:**

Approval of the fiscal agent agreement between the UMRDC and Meander, and authorization of the executive director's signature on the grant application to SMAC.

## FISCAL SPONSOR AGREEMENT

This Agreement is made on this 246th day of July 2022 between Upper Minnesota Valley Regional Development Commission (hereafter referred to as “Fiscal Sponsor”) and Meander (hereafter referred to as the “Sponsored Organization”):

Sponsored Organization’s proposed project (hereafter referred to as “the Project”):

*Meander is an art event in the 5 counties of the UMVRDC region: Yellow Medicine, Chippewa, Lac qui Parle, Swift and Big Stone.*

The Fiscal Sponsor has determined that sponsorship of the Project would be consistent with its goals and wishes to make arrangements with the Sponsored Organization for the implementation and operation of the Project.

1. The Fiscal Sponsor hereby agrees to sponsor the Project and to assume administrative, programmatic, financial and legal responsibility for the purposes of the requirements of funding organizations. The Sponsored Organization agrees to implement and operated the Project, in accordance with the terms of this agreement and with any requirements imposed by funding organizations.
2. The Project shall be operated in a manner consistent with the Fiscal Sponsor’s tax-exempt status and as described in this agreement. No material changes in the purposes or activities of the Project shall be made without prior written permission of the Fiscal Sponsor and in accordance with any requirements imposed by funding organizations, nor shall the Sponsored Organization carry on activities or use funds in any way that jeopardizes the Fiscal Sponsor’s tax-exempt status.
3. The Sponsored Organization shall not, and shall not permit the Project to, attempt to influence legislation or participate or intervene in any political campaign on behalf (or in opposition to) any candidate for public office or otherwise engage in the carrying on of propaganda (within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986).
4. The Sponsored Organization will provide the Fiscal Sponsor with reports describing programs and services of the Project as necessary.
5. The Sponsored Organization will provide all information and prepare all reports, including interim and final reports, required by funding organizations with the Fiscal Sponsor’s assistance and final approval.
6. On behalf of the Sponsored Organization, the Fiscal Sponsor will establish and operate for the use of the Project a designated account (“Account”) segregated on the Fiscal Sponsor’s books. All amounts deposited into a Project’s Account will be used in its support, less administrative charges, if any, and subject to the conditions set forth below.
7. The Fiscal Agent will disburse funds to pay all bills from the project. Disbursements will be restricted to the support and implementation of the Project only.

8. The Sponsored Organization designates Dawn Hegland to act as authorizing official. The authorizing official shall act as principal coordinator of the Project's daily business with the Fiscal Sponsor and shall have authority to sign disbursement requests.
9. The Fiscal Sponsor and Sponsored Organization will maintain all financial records relating to the Project according to generally accepted accounting principles, retain records as long as required by law, and make records available to auditors as required by law.
10. The Fiscal Sponsor and the Sponsored Organization will reflect the activities of the Project, to the extent required, on their state and federal government tax returns and financial reports. All disbursements from an Account shall be treated as payments made to or on behalf of the Sponsored Organization to accomplish the purposes of the Project. The Sponsored Organization will provide the Fiscal Sponsor with proper documentation to accomplish this, including furnishing the Fiscal Sponsor with the Sponsored Organization's Federal Employer Identification Number.
11. In the event this Agreement is terminated, the Fiscal Sponsor and Sponsored Organization will comply with any termination conditions imposed by funding organizations.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above.

**Accepted for the Fiscal Sponsor:**

**For the Sponsored Organization:**

\_\_\_\_\_  
Authorized signer

\_\_\_\_\_  
Authorized signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Bernice Robinson, Melissa Streich, Kevin Ketelsen, Matt Moe, Dawn Hegland, Jordan Hulscher

DATE: July 26, 2022

RE: Planner Update

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

### **ONGOING PROGRAM UPDATES:**

#### **Federal EDA Planning Grant – Kevin**

Project description: The EDA Planning Grant scope of work includes: updating the UMVRDC's 5-year Comprehensive Economic Development Strategy (CEDS) subsequent to expiration after 2021, completing required annual reports to EDA on projects such as CEDS, and reapplying for Federal EDA Planning Grant.

Update: The CEDS document was approved by the RDC board in January. We received notice that the document was approved by EDA on May 20, 2022.

#### **Meander – Kristi, Jordan**

Update: We are working on marketing, updating the website, and preparing for the 2022 event.

#### **Prairie Waters Regional Marketing – Melissa, Jordan**

Update: Melissa has been visiting city council and county boards to give a recap of the 2022 Prairie Waters membership and present the 2023 membership. Planning of the Prairie Waters annual gathering that will be held in LqP county this year.

#### **Revolving Loan Fund – Dawn**

Update: See the Loan Status Report in the monthly board packet for the latest updates.

#### **Transportation – Kristi**

Update: No updates at this time.

### **TECHNICAL ASSISTANCE:**

#### **Appleton Capital Improvements Plan (CIP) – Kristi**

Project description: The UMVRDC is working on a CIP for the city of Appleton.

#### **Dawson MNHS project – Kristi**

Project description: Implement the Minnesota Historical Society (MNHS) grant for construction on the Dawson Armory.

Update: No updates at this time.



**Byway MNHS Partnership Project - Scenic Byway – Kristi**  
**Byway MNHS Tear Map - Scenic Byway – Kristi**

Update: The byway Partnership grant is complete. We have a new Visitors guide that includes lots of great information!

The Byway Tear Map is almost ready to send to MNHS for a review.

**Chippewa County Hazard Mitigation Plan – Kevin**

Project description We are working with Chippewa County to update their Hazard Mitigation Plan that will be approved by FEMA.

Update: The planning kickoff meeting was held on the afternoon of June 23 via Zoom. Staff has been working with County Emergency Management to gather additional input and update community information.

**Federal EDA CARES Supplemental Grant – Kevin, Kristi, Melissa, Jordan, Dawn**

Project description: The UMVRDC was awarded supplemental institutional grant funding of \$400K over 24 months associated with COVID19 recovery associated with CARES Act legislation. Staff determined activities and workplan in accordance with a provided standardized scope of work.

Update:

- The RDC is hosting a series of ecommerce webinars for businesses <https://umvrdc.vimm.com/> these will continue throughout the year.
- Kevin and Dawn attended the second meetings with committees in Benson, Dawson, Madison, and Ortonville along with the architectural consultant to continue discussions on potential design concepts for available properties in their respective communities. They should be receiving a final draft of their design concepts/promotional packet from the architect in late July or August. Kevin and Dawn attended Montevideo's first meeting with the architect on July 14.
- Kevin continues to research issues and information related to broadband and redevelopment.

**MnDOT Local Coordination Plan – Kristi**

Project description: To coordinate with local Transit providers and create 5-7 year plan for our region.

Update: The draft plan complete and now available for public review.

**Maynard Bank Building – Kristi**

Project description: Using the construction documents completed this summer, the UMVRDC wrote a grant to the Minnesota Historical Society (MNHS) to redo the roof.

Update: The large construction grant of \$150,000 was resubmitted July 15, 2022

**Swift County Environmental Services - Melissa**

Project description: Work with the county to develop and implement a marketing plan to educate and promote recycling to residents and businesses in Swift County.

Update: This project is complete.

### **Swift County OHV Park Master Plan – Kristi**

Project description: Completing a master plan for the Swift Count OHV Park.

Update: This project is complete.

### **Upper Sioux Community Hazard Mitigation plan – Kristi**

Project description: We are working with the Upper Sioux Community to update their Hazard Mitigation Plan that will be approved by FEMA.

Update: We presented the draft plan to the tribal council on July 13th and it is now available for public review.

### **Big Stone County Solid Waste Plan – Kevin**

Project description: We are working with the Big Stone County Environmental Department to update the County's Solid Waste Plan.

Update: Staff continues to update information in the plan. County staff met with MPCA and will be receiving additional data from the State to pass along to the RDC for inclusion in the plan.

## **GRANT WRITING AND ADMINISTRATION**

### **Appleton RLF Admin – Dawn**

No Updates

### **Benson EDA Flood Mitigation and Wastewater Grant Administration – Matt, Berny**

Project Description: Benson was awarded their EDA grant for \$1.4 million for constructing a new flood protection infrastructure that will enhance the reliability and resiliency of critical wastewater treatment services in the city. The UMRDC will be a grant administrator for the project.

Update: The Engineering contract was completed and sent to EDA for approval.

### **CDBG-CV Grants Writing: Madison and Appleton - Bernice**

Project description: **Appleton** received a grant to provide broadband infrastructure to support low-and-moderate income residents. The grant also included a commercial rehabilitation component for at least 12 businesses to update to new or repair their Heating, Ventilation and Air Conditioning system. The total project cost for Appleton is \$5,774,000 which includes a grant for \$3,699,000.

**Madison** received a grant to provide broadband infrastructure to support low-and-moderate income residents. The total project cost for Madison is \$4,560,000 which includes a grant for \$2,560,000.

Both grants will provide broadband infrastructure to the premise for all residences. Businesses will be served through matching funds.

Update: Construction is about 40% complete in Madison.

Appleton Commercial Rehab please see report in SCDP section of this report. Appleton's second environmental review was completed in July. Staff continue to work with DEED on additional start up and compliance issues.

**Chippewa County Border to Border Application – Dawn, Kevin**

Project description: The UMVRDC is working with Chippewa County and Farmers Mutual Telephone Cooperative to prepare a grant application to MN DEED’s Border to Border program for funding to provide broadband (fiber) to parts of rural western and northern Chippewa County.

Update: UMVRDC, County and Farmers Mutual staff have met to discuss the parameters of the project. Work has begun on the application. An engineering study for the proposed project was recently completed by Farmers Mutual. Work continues on determining the project area/scope, gathering letters of support from residents/businesses and securing financial commitments from townships.

**Clarkfield SCDP Project Income – Bernice**

Project description: The UMVRDC provides project income administration for the City of Clarkfield for their current Small Cities Development Program. UMVRDC tracks and services loans and serves as the contact for borrowers. The UMVRDC will work with the city to develop a policy to administer the relending of the funds.

Update: Bernice is meeting with Chris the City administrator to complete the relending policies.

**Granite Falls Memorial Park 2021-2022 – Kristi**

Project description: Completion of a funding request for Greater MN Regional Parks and Trails Commission (GMRTPC). Completion of a grant to the Conservation Legacy Grant

Update: This project is complete. Both funding requests were successful.

**Lac qui Parle RLF Admin - Dawn**

Update: A borrower submitted a draft loan application but is being revised in consultation with the local bank.

**Madison EDA Grant writing – Dawn, Consultant**

Project Description: Madison has requested our help to write an EDA grant to add new infrastructure to a new industrial park area. Total project is 2.3M. Federal request is 1.8M.

Update: This grant has been submitted and is waiting for review.

**SCDP Grant: Ortonville – Kristi, Berny**

Project description: A SCDP grant was submitted for the city of Ortonville.

Update: Staff continue to work on setting up a new system to deliver field administration to complete this SCDP project.

**Small Cities Development Program (SCDP): Bernice**

**Appleton CDBG-CV HVAC**

<i>Grant ends April 2024</i>	Goals	Pending projects	Proceed to Work	Complete
Commercial	12	8	0	0

Update: Applications are still being accepted. Inspections have started.

### **Benson SCDP**

<i>Grant ends Sept 2024</i>	Goals	Pending projects	Proceed to Work	Complete
Owner-Occupied	20	13	0	0
Commercial	10	11	0	0

Update: Property inspections, lead testing and scopes will be starting soon for owner-occupied projects that are qualified. Commercial property inspections have started.

### **Dawson SCDP**

<i>Grant ends Sept 2024</i>	Goals	Pending projects	Proceed to Work	Complete
Owner-Occupied	18	9	0	0
Commercial	4	4	0	0

Update: 13 owner-occupied applicants are on the waiting list. There is also one commercial applicant on the waiting list.

### **Appleton SCDP**

<i>Grant ends Sept 2023</i>	Goals	Pending projects	Proceed to Work	Complete
Owner-Occupied	18	6	5	2
Commercial	5	4	1	0

Update: The grant continues to progress very well.

### **Clara City SCDP**

<i>Grant ends Sept 2023</i>	Goals	Pending projects	Proceed to Work	Complete
Owner-Occupied	10	2	1	0
Single-Family Rental	8	3	0	0
Commercial	4	2	0	0

Update: Projects are needed in all categories. Several dropouts in all categories.

### **Canby SCDP**

<i>Grant ends Sept 2022</i>	Goals	Pending projects	Proceed to Work	Complete
Owner-Occupied	17	3	5	1
Commercial	12	1	4	2

Update: There were 20 applicants that dropped out of Owner-Occupied projects, and 4 were over income. 9 Commercial applicants dropped out including 3 Runnings sites.

### **Milan/Watson SCDP**

<i>Grant ends Sept 2022</i>	Goals	Pending projects	Proceed to Work	Complete
Owner-Occupied	14	3	7	1
Multi-family Rental	16	0	8	0
Commercial	4	1	1	2

Update: Progress continues on the projects in proceed. We are hoping the contractors can complete most of the projects by the end of the grant in September.

### **Clarkfield SCDP**

<i>Grant ends Sept 2022</i>	Goals	Pending projects	Proceed to Work	Complete
Owner-Occupied	15	0	4	6
Commercial	5	0	4	1

Update: The owner-occupied goal is short 5 projects, if all the the projects in proceed complete. Commercial will meet the goal, if all the projects in proceed complete. Owner-occupied had 22 applicants drop out and 8 over income.

**Granite Falls SCDP**

<i>Grant ends Dec 2022</i>	Goals	Pending projects	Proceed to Work	Complete
Owner-Occupied	14	0	4	6
Single-Family rental	3	0	1	3
Commercial	6	0	1	5

Update: The owner-occupied goal will be short 4 projects, but the other categories will meet the goal. Owner-occupied had 7 applicants drop out and 8 over income.

**Swift County EDA Grant writing – Kevin**

Project Description: Swift County has asked us to write an EDA grant to implement improvements to the OHV park based on the park master plan we are just finalizing for them. Total project is \$1.5M. Federal request is \$1.2M.

Update: Application is still under review by EDA. We are still waiting on a response from the Army Corps of Engineers.

**CONTRACT DEVELOPMENT:**

Madison Comprehensive Plan proposal submitted to the city. Approved  
Canby Comprehensive Plan proposal submitted to the city.

**INFORMATION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 26, 2022

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.

- Spent significant time in the last month completing interviews, evaluating candidates, and doing background checks for new employees that would serve as our loan specialist and community development specialist. Have made preliminary job offers to both and they accepted, and I am just finalizing background checks process. We would hope to have new staff on board in August and September.
- Significant time working with Matt to implement the new compensation study for employees.
- Significant time planning for UMRDC annual meeting and walking tour.
- Working with Kevin on the Chippewa county Broadband grant.
- Participated in the second of a series of 3 training sessions on Practical Leadership 2: Building Effective Teams from the Mn Council on Non-profits.
- Working with Kevin on the developable properties initiative to look at community reuse of a vacant or underutilized property in Dawson, Madison, Ortonville, Benson, and Montevideo. Met with Montevideo group.
- Weekly calls with chairman Bothun.
- Met with Swift and LQP County boards.
- Miscellaneous follow up regarding various RLF documents from recent loans, new inquiries, and administration paperwork for new ARPA RLF.
- Covering all transportation planner related work and emails until we hire new staff.

**INFORMATIONAL ONLY- No Action requested**

**INFORMATION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: July 26, 2022

RE: RLF Loan Status Report

**DEFAULTS (90days+)**

R&R Outdoors -The LAB recommended to write off the remaining loan principal balance of \$7597.20 due to bankruptcy filing in September 2021. ***This action was never taken before the UMVRDC board for implementation.*** We are tracking the bankruptcy proceedings. There are significant debtors and the likeliness of receiving proceeds are small.

**CURRENT LOAN APPLICATION UPDATE**

One potential applicant is working on an application with a team of other area lenders. Numerous new inquiries.

**CLOSED LOANS**

None

**RDC BOARD APPROVED LOANS-NOT DISBURSED**

None

**PAID OFF**

None

**MODIFICATIONS**

None

**NEW ARPA RLF**

We have been submitting all the required grant award documentation and had our project award call with EDA RLF staff this last month. We have just a few final items to submit and the funds will be available for lending.

Once a new loan specialist is on staff we will begin some marketing and outreach.

**OTHER**

We have extended a job offer to a new loan staff and hope they will be on board in August. The candidate is a retired banker with more than 25 years of lending experience.

**INFORMATIONAL ONLY- No Action requested**

**INFORMATION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Dawn Hegland, Executive Director  
DATE: July 26, 2022  
RE: RLF Annual Report

The fiscal year 2022 UMRDC Revolving Loan Fund (RLF) Annual Report has been completed and will be shared at the annual meeting. This report will be utilized in a variety of ways, including marketing. Printed copies will be provided to stakeholders and it will also be available digitally on our website.

**No Action Requested**



**INFORMATION MEMO**

TO: Upper MN Valley RDC Commissioners

FROM: Matt Moe, Finance Director

DATE: July 26, 2022

RE: 2022 Mileage Rate

The Internal Revenue Service has changed the 2022 mileage rate from \$.58.5 cents per mile to \$.62.5 per mile. This new rate goes into effect July 1, 2022 through December 31, 2022. This is a 4.0 cent increase from January 2022. This change has been reflected on all Expense Vouchers.

**INFORMATIONAL ONLY- No Action requested**

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners

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

DATE: July 26, 2022

RE: Close Public Hearing – Adoption of the Levy, FY23 Work Plan, Indirect Cost Plan, Budget

At this point, the Commission members may wish to consider closing the public hearing and take action on the work plan, indirect cost plan, levy, and budget for FY23.

- **Levy:** See attached resolution that includes the proposed 3% increase in levy per the action from the full Commission at the June meeting. The levy is allocated as a percent according to the net tax capacity as reported by each county and as certified by the Minnesota Department of Revenue. Below is the breakout for FY2023.

<b>Certification of Apportioned Levies - Payable 2023</b>				
	<b>Payable 2023</b>	<b>Levy Limitation</b>	<b>\$355,246</b>	
<b>County</b>	<b>Net Tax Capacity</b>	<b>Distribution Percentage</b>	<b>Apportioned Payable 2023</b>	<b>Increase (Decrease) from 2022</b>
Big Stone County	\$ 13,014,547	12.3444%	43,853	2,706
Chippewa County	24,482,127	23.2214%	82,493	534
Lac Qui Parle County	19,370,471	18.3730%	65,269	3,232
Swift County	23,839,388	22.6117%	80,327	1
Yellow Medicine County	24,772,456	23.4495%	83,303	3,874
Total	\$ 105,478,989	100.0000%	\$ 355,246	\$ 10,347

- **Work Plan:** See attached 2023 Workplan
- **Indirect Cost Plan:** See attached (Statement of Indirect Cost, Certification, and Lobbying Certification)
- **Budget:** Attached is a copy of the proposed budget for FY2023. This is the same that was proposed at our June meeting. The contracts needed number is at \$300,000. This number only includes contracts that we have secured. Staff will continue to work on securing contracts to ultimately reduce the contracts needed number to balance the budget.

Assumptions about the FY23 budget:

- 3% levy increase as recommended by the Commission
- 2.5% estimated cost of living adjustment increase for staff (will be determined in January 2022)

- 10% estimated health insurance premium increase (will be notified in November 2022)

**ACTION REQUESTED:**

For commissioners to accept and adopt the work plan, levy, indirect cost plan, and budget for FY2023 and authorize the signatures on the Resolution of Authorization for county tax levies payable in 2023.



Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
Helping Communities Prosper

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

**RESOLUTION OF AUTHORIZATION**  
**For**  
**COUNTY TAX LEVIES PAYABLE FY2023**  
**#23-02**

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

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

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

**WHEREAS**, the Minnesota Department of Revenue has identified the maximum payable 2023 levy limitation for the UMVRDC to be \$355,246; and

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

**NOW BE IT RESOLVED**, that the UMVRDC certifies the 2022 property tax levy to the counties within the region as determined by the Minnesota Department of Revenue.

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

Adopted this 26th day of July 2022

ATTEST:

ATTEST:

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UMVRDC Representative  
Title/Date

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UMVRDC Representative  
Title/Date

Strategic Direction Category: €

Scope of Work (what)	Staff member responsible	Timeline/ Status / % complete
<b>Ongoing Programs</b>		
EDA Planning Grant	Kevin Ketelsen	Completed new CEDS
EDA Cares Act	Kevin Ketelsen	Year 3 - extended some projects
Meander	Kristi Fernholz	Ongoing
Prairie Waters / Get Rural	Melissa Streich	Ongoing
Revolving Loan Fund Admin	Dawn Hegland	Ongoing
Transportation Planning Grant FY21	Brianna Sanders	Ongoing
Byway	Kristi Fernholz	In progress
Byway: Tear map II	Kristi Fernholz	In progress
SCDP projects/CDBG-CV	Bernice Robinson	Ongoing
<b>Services (Contracts)</b>		
<b>Technical Assistance</b>		
Appleton Capital Improvement Plan	Kristi Fernholz	In progress
Dawson Roof Replacement	Kristi Fernholz	95% complete
Chippewa County Hazard Mitigation	Kevin Ketelsen	Just started
Local Human Service Transit Coordination Plan	Brianna Sanders	60% complete
Maynard Bank Building Implementation	Kristi Fernholz	In progress
Swift County Environmental Services	Melissa Streich	In progress
<b>Grant Writing and Administration</b>		
Appleton RLF Admin	Dawn Hegland	Ongoing
Benson EDA Grant Admin	Kevin Ketelsen	In progress
Clarkfield SCDP Project Income admin	Bernice Robinson	Ongoing
LQP RLF Admin	Dawn Hegland	Ongoing


<b>Project/Program Title:</b>	<b>Operations</b>	
<b>Project Manager:</b>	<b>Dawn, Matt</b>	
<b>Strategic Direction Category:</b>	Operations	▼
<b>CEDS Cornerstone:</b>	Human Capital	▼
Scope of Work (what)	Tasks	Other comments or notes
<b>BOARD</b>		
Provide board member development and engagement opportunities	Set up one on one meetings with board members	continuous with new members
	Recognize board members for years of service & attendance	continuous
	Recruit new board members for vacant positions due to retirement or elections	prior to annual meeting and after elections in November
	Revise acronyms annually	hand out at annual orientation
	Research board training ideas	
	Meet periodically with BOD	BOD requested this, Previously met in January (personnel and policy)and May (budget)
	Meet regularly with chairperson	calls scheduled weekly
	Provide updated orientation material to new and existing board members.	
	Annually survey the board for input and suggestions on board packets, training, meeting time and date	
	Create opportunity for board and staff to connect-plan a board staff picnic/get together	BOD requested this
<b>ADMINISTRATIVE</b>		
Identify policy areas to review		
	Review employee exit interview process	BOD requested this
	Review all existing procedures and reseach any new regulatations related to CFR200 and purchasing	
	Review performance appraisal system to reflect the new priorities for staff roles and responsibilities.	
	Identify and update office emergency preparedness plan	Meeting to be held in fall FY23 for bldg. Scheduling one for RDC staff
	Update record retention policy	Ongoing
Develop new CRM system for office	Implement Dynamics and provide staff training	in progress. Will complete in FY23
Develop new system for managing capital improvements	Review technology plan, equipment replacement schedule, office equipment, vehicles	Ongoing
Determine a system for staff to manage and utilize Sharepoint	Schedule training classes	Ongoing
	Recognize staff for years of employment	
<b>FINANCIAL</b>		
Present new budget	Finalize board recommended budget from June 2022 meeting and present at the annual meeting	
Regularly review current budget and budget projections	Monitor agency's revenue and expenses and recommend revisions as needed	
Annually review Indirect cost plan	Prepare FY23 indirect cost plan and present to board at annual meeting	
Annually review Levy utilization	Present use of levy as a portion of entire budget (including info on the remaining budget revenue sources) and as compared to proposed expenses	
Every three years audit RFP request	Develop RFP with discussion with budget committee.	
FY24 Budget Preparation	Prepare all FY24 budget workpapers for budget committee and board	

Review Agency investments	Review and Monitor all agency investments to maximize return while minimizing risk		
Develop a new process for staff budgets	Create/ refine the process for staff to review timesheet and final budgets		

<b>Project/Program Title:</b>	<b>Outreach</b>
<b>Project Manager:</b>	<b>Melissa Streich</b>
<b>Strategic Direction Category:</b>	Operations
<b>CEDS Cornerstone:</b>	None <a href="https://umvrdc.org/progr">https://umvrdc.org/progr</a>

<b>Scope of Work (what)</b>	<b>Tasks</b>	<b>Timeline: Start date/End date</b>
<b>Develop consistant Marketing Materials</b>		
Annual report	Recap of projects from FY23	June-July
Newsletters	Constant Contact	March, June, Sept, Dec
Contant contact blast	Share resources and information	ongoing
Marketing Packets: brochures, fact sheets, case studies	Continue to update information with new content to provide to our LUGS	ongoing
<b>Online Presence</b>		
Website	Webposts, Annual web updates/checking links	ongoing
Planner update	Continue updating monthly and explore how we can share the planner update across different platforms and reach a wider audience.	Monthly
Recycling information	Pull articles from newsletter and annual report for social media, web posts, and press releases	ongoing
Analytics	Analyze analytics	ongoing
Facebook	Posting resources, events, grant/funding opportunities	ongoing
Press releases	Determine a process as to when to send press releases for projects: when grant is awarded, project update/progress, after	ongoing
ADA	Continue to build on our ADA statement and work towards new goals each year	ongoing
Case Studies	Continue to identify a list of potential new case studies	ongoing
<b>Increase relationships with LUGs</b>		
Outreach to legislators	Invite to annual meeting, set up meeting with federal staff	
Contact all newly elected officials	Send _____ to newly elected officials	Jan
Develop an annual survey to reach out to all LUGs to assess needs and issues.	Develop survey in fall, send out in Nov, tabulate in Dec. Coordinate survey with 5 year assessment due in January 2023.	Oct - Jan
	Coordinate survey with 5 year annual survey	Oct - Jan
Develop and foster relationships with all 37 cities	RDC staff divide city council meetings	ongoing
Develop and foster relationships with all 5 counties	Meet with all counties both commissioners and county staff	Summer
Develop relationship with USC	Connect with the Upper Sioux Community Tribal Planner.	Need to meet to determine schedule
Connect with all townships	Attend all five township association meetings.	Spring
Connect with all school districts in our region	Respond to community development needs of school districts.	Need to meet to determine schedule
Measure outreach efforts to develop relationships with LUGs	Complete a spreadsheet showing meaningful staff contact and meetings with each of our LUGs	ongoing
Measure our outreach efforts	Use the annual community development survey to ask specific questions to each of our LUGs about whether they know who we are and what we do.	
RDC Turns 50	Plan an event for the celebration - showcasing work over the years	Fall 2022
<b>Strategic planning Meeting</b>		
<i>Highlight our projects in the region through the UMRDC Annual Meeting and the Prairie Waters Annual meeting.</i>		
<i>Test "brand" of the RDC</i>		
<i>Standardize RDC presentation for LUGS and practice it with staff</i>		



<b>Project/Program Title:</b>	<b>FY23 Regional Trends</b>	 Upper Minnesota Valley <b>REGIONAL DEVELOPMENT COMMISSION</b> Helping Communities Prosper	
<b>Project Manager:</b>	<b>Multiple Staff</b>		
<b>Strategic Direction Category:</b>	Regional Trend and Issue		
Scope of Work (what)	Tasks	Notes	Staff member responsible
<b>Marketing/Promoting our Community/Area to Attract New Residents, Visitors, and Workforce</b>	Ongoing programs: <ul style="list-style-type: none"> <li>• Prairie Waters</li> <li>• Byway</li> <li>• Meander</li> </ul>	See Prairie Waters, Meander and Byway workplan	Melissa
	Welcome Week activities	See Prairie Waters workplan	Melissa
<b>Housing Rehabilitation</b>	Working on SCDP in 9-10 communities	See SCDP program workplan	Kristi/Berny
	1-2 new SCDP applications each year.	See RDC Outreach	Kristi/Berny
	Will develop new expertise in doing field administration in Ortonville SCDP grant. Will work with SWMHP on some aspects and we will take on some duties P5 was previously doing since they will not be doing this work any longer.	See New Initiative workplan	Kristi/Berny
<b>Childcare Accessibility &amp; Affordability</b>	Continue to update and adding new case studies in our region with funding from EDA grant.	See EDA workplan	Jordan
	Share childcare resources through website and social media.	See EDA workplan	Melissa
<b>Improving Broadband</b>	Administering grants for Appleton and Madison to improve their broadband.	See EDA workplan	Berny
	Participate in MN Broadband taskforce.	See EDA workplan	Kevin
	Share information related to broadband in our region.	See EDA workplan	Dawn/Kevin
	Broadband case studies (Madison and Appleton)	See EDA workplan	Jordan
<b>Sewer, Sanitary Sewer, Storm Water, Drinking, Water Infrastructure Planning or Funding</b>		See SCDP program workplan	
	Administer Clarkfield SCDP grant for infrastructure		Berny
	Administer Benson EDA infrastructure grant	See Core Program Workplan	Berny
	Share information about resources that can fund infrastructure.	See RDC Outreach	Planners
	Encourage Capital Improvement Planning/Comp plans so that these improvements can be coordinated with other construction such as roads, etc.	See RDC Outreach	Planners
<b>Rental Housing</b>	Continue to write SCDP grants for rental rehab as requested.	See RDC Outreach	Kristi/Berny
	Housing (rental etc) case studies	Workplan to be created	Brianna and L4MN
	Housing workshop – what are others doing? Success stories for rental and housing	Workplan to be created	L4MN staff/all RDC staff
<b>Comprehensive Planning</b>	Will use EDA CARES grant to develop resilience focused process for comp planning.	See EDA CARES workplan	Kristi
<b>Capital Improvement Planning</b>	Research ways for communities to work together on Capital Planning	See EDA workplan	Kevin
<b>Demolition of Dilapidated Housing &amp; Commercial Properties</b>	Use our EDA CARES grant to explore the feasibility of a regional fund that could be used to demolish and redevelop property.	See EDA CARES workplan	Kevin
	Share case studies of demo programs	See RDC Outreach	Planners
	Promote resources that can help address redevelopment and offer to assist through grant writing.	See RDC Outreach	Planners
	Host a Housing workshop	Workplan to be created	L4MN staff/all RDC staff
<b>Trails and Parks Planning or Funding</b>	Offer grant writing and planning services	See RDC Outreach	Planners
	Hosting quarterly regional trail meeting.	See Transportation workplan	Brianna
	Update and share park pool and playground case studies.	See RDC Outreach	Planners

<b>Project/Program Title:</b>	<b>New Initiative</b>	
<b>Project Manager:</b>	<b>Multiple staff</b>	
<b>Strategic Direction Category:</b>	New Initiative	▼
<b>CEDS Cornerstone:</b>	Foundational Asset	▼

Scope of Work (what)	Tasks	Staff member responsible
<b>Development of SCDP Field Administration Services</b>	Work with SWMHP to complete scope of work and set up a contract for compleing inspection. Research with other field administrators to get sample documents and methods they use.	Kristi/Berny

<b>Project/Program Title:</b>	<b>Western Minnesota Prairie Waters Regional Marketing</b>	
<b>Project Manager:</b>	<b>Melissa Streich</b>	
<b>Strategic Direction Category:</b>	Operations	▼
<b>CEDS Cornerstone:</b>	Community Resources	▼
<b>Scope of Work (what)</b>	<b>Tasks</b>	<b>Project Details</b>
ads	Advertising 2023 schedule	Create schedule, ad design, placement, reporting, leads
ads	Manage 2022 EMT Grant (\$10,000) 1:1 match; write 2023 EMT Grant	Create schedule, ad design, placement, reporting, leads
ads	fairs co-op advertising	Create schedule, ad design, placement, reporting, leads
ads	Radio	Continue shop local ads
ads	Newspaper	Continue shop local ads
ads	Facebook	Create different themes and run campaigns
board management	PW bylaws	Update
board management	Board meetings	Monthly/every other board meetings
calendar	Calendar of events + EMT Events	Collect information on regional events, post to PW website + EMT website
finance	Manage 2022-2023 budget	Create, manage and report on budget
finance	Grants	Seek opportunities for grants and funding resources
image collection	Aerial shots	Contract with Videographer for aerial shots + use of Jim Bothun's footage
image collection	New photos	Contract with CST + Student orientation, monitoring, scheduling
image collection	Organizing/watermarking photos	Manage in Dropbox
special projects	Videographer	Contract with Jim Bothun regional videos
membership	2023 membership benefits	Brainstorm 2023 membership benefits & create form
membership	City/County Visits	Membership board visits + create materials & presentations
outreach	End of the year wrap up blast	Constant Contact
outreach	Communication with partners	Updates, resources, funding opportunities + info per request
outreach	Build database - lead generation	See EMT conference notes
outreach	Guide distribution	Continue to distribute guides
special projects	Employer Outreach	Connect with local employers on community toolkits, new relocation guide, job aggregation page on PW website, and encourage them to utilize the PW content materials
special projects	Developable Properties	Marketing + outreach ( EDA)
special projects	Resident Stories	Continue creating stories for website and social media
special projects	Annual gathering planning	Planning, ads, marketing
special projects	Manage intern Summer 2022	Take photos/videos/deliver guides
special projects	Community Profiles	Updates from projected census (RDC Marketing)
special projects	Fair booth	Fair booth at each of the county fairs - partner with other local businesses to share booth? Radio station/chambers?
training/education	SMTA meetings + participation	Attend meetings, representation of our region
training/education	EMT conference	Report back to board and partners
website	ADA	Create statement, add to website, manage website
website	Mapping	Businesses/Map website annual updates
website	Shop Local	Continue to update, manage and advertise shop local page
website	Annual updates	Adobe Spark embedding, video embedding, profile update, webpage update, create/edit content, photos, links
website	Analytics review	Review, analyze and report
website	EMT web business listings	update EMT website with our region's business listings
website	Embed PW widget	Reach out to PW members & businesses to embed widget
website	Add Sign up options on website - opt in	Review EMT conference notes

<b>Project/Program Title:</b>	<b>Meander 2022 and 2023</b>
<b>Project Manager:</b>	<b>Kristi</b>
<b>Strategic Direction Category:</b>	Operations
<b>CEDS Cornerstone:</b>	Foundational Asset <a href="https://umvrdc.org/progra">https://umvrdc.org/progra</a>

Scope of Work (what)	Tasks	Timeline: Start date/End date
<b>Coordinate the Meander Art Crawl</b>		
Meander 2022	<b>July - August</b>	July - Nov 2022
	SMAC grant	
	Brochure mailing	
	Set Ad budget	
	Brochure distribution - sponsors, artists, arts organizations etc.	
	Press release organization	
	Send letter to county commissioners for 2023	
	All artist gathering	
	RFP for website updates	
	Marketing Plan - RFP for social media coordination	
	<b>August - Sept</b>	
	Reserve ads	
	Create and place ads	
	Steering Committee Coordination	
	Pre-Meander packets	
	Liability insurance	
	Send emails to cities	
	Sponsor thank you	
	Sponsor posters hung	
	Work with press releases to get sent out	
	EMT grant for advertising	
	Social Media coordination	
	<b>October/November</b>	
	post meander statistics - send press release	
	Follow up EMT grant	
	clean up Meander dbase	
	<b>November</b>	
	Steering Committee Coordination	
	Budget, emails, work with artist coordinators	
	Final Meander statistics	
	Final Meander press release coordination	
Meander 2023	<b>December</b>	Dec 2022 - June 2023
	Steering Committee Coordination	
	New Artists - spreadsheet via google	
	<b>Jan - Feb</b>	
	Sponsorship request: update letter	
	Editorial for magazines	
	Collect all artist info: Update dbase with addresses	
	Coordinate artist email list	
	Brochure bids	
	<b>Feb - April</b>	
	Follow up with Sponsors: database update	
	Artist info	
	Brochure	
	Meander Fri and Sat events - who will do and get info	
	Steering Committee Coordination	
	Set up who will write press release	
	Facebook ad coordination	
	<b>April/Map</b>	
	All artist meeting coordination	
	Brochure proof by artists (via email, proof on UMRDC website)	
	<b>May - June</b>	
	Website update: photos, bio, information	
	Database update - new addresses from artists, facebook, google sheets	
	Editorial outlets	

**Project/Program Title:** MN River Valley Scenic Byway

**Project Manager:** Kristi Fernholz

**Strategic Direction Category:** Operations

**CEDS Cornerstone:** Community Resources

Scope of Work (what)	Tasks	
Work with the Byway Alliance to implement the MN River Valley Scenic Byway Corridor Management Plan		
	2022 Membership Mailing	
	State Byway Conference	
	Distribute Visitors Guide	
	Facebook	
	Granite Falls Route	
	Monuments project	
	2022 Visitors guide completed and distributed	
	<b>Tear Map Grant complete</b>	
	Consider intern for social media and website update	
	Grant writing: MNHS large legacy and small legacy	
	Byway Sustainability Plan	

<b>Project/Program Title:</b>	<b>EDA CARES Supplemental</b>
<b>Project Manager:</b>	<b>Kevin Ketelsen</b>
<b>Strategic Direction Category:</b>	Operations ▼
<b>CEDS Cornerstone:</b>	None ▼

Scope of Work (what)	Tasks that are being extended into Year 3	FY23 Tasks
<i>Development of an economic recovery and resilience plan, tied to the applicant's approved Comprehensive Economic Development Strategy, to address the economic impacts of the coronavirus pandemic</i>		
<b>Regional Redevelopment Fund Strategic/Feasibility Plan; Concept research, feasibility analysis and strategic plan for a regional fund focused on demolition and redevelopment of vacant or underutilized properties</b>		
<b>Organizational Structure</b> ( <i>Identify appropriate structure based on feasibility and best practices</i> )	Continue University Center partnership	Continue University Center partnership
	Identify contracted public finance consulting	Identify contracted public finance consulting
	Conduct research in conjunction w/ partners	Conduct research in conjunction w/ partners
	Identify organizational structure	Identify organizational structure
<b>Capitalization</b> ( <i>Identify appropriate funding mechanism(s) based on feasibility, sustainability and best practices</i> )	Conduct research in conjunction w/ partners	Conduct research in conjunction w/ partners
	Identify capitalization plan	Identify capitalization plan
<b>Operations/Administration</b> ( <i>Develop operational plan based on feasibility, sustainability and best practices</i> )	Conduct research in conjunction w/ partners	Conduct research in conjunction w/ partners
	Feasibility/Strategic Plan	Feasibility/Strategic Plan
	Oversight	Oversight
	Staffing	Staffing
	Programming	Programming
	Funding overhead	Funding overhead
	Marketing	Marketing
<b>Comp planning / capital improvement planning / resiliency planning</b>	Provide assistance with strategic planning for local units of government and address proactive planning leading to more resilient communities	Research and develop comp plan ideas for communities.

<b>Project/Program</b>			
<b>Title:</b>	EDA Planning Grant		
<b>Project Manager:</b>	Kevin Ketelsen		
<b>Strategic Direction</b>			
<b>Category:</b>	Operations		
<b>CEDS Cornerstone:</b>	None		

Scope of Work (what)	Tasks: EDA Workplan and 2022 CEDS	FY23 Tasks	Staff member responsible
2022- 2026 CEDS (Still waiting on EDA approval)			
Goal #1: Maintain population in the region by reducing population loss to -1.5%.	<b>1. Maintain and enhance our region's promotional efforts to attract new residents</b>		
	Continue to build a strong Regional Marketing Program	Continue to build a strong Regional Marketing Program	MS
	Continue to support and collaborate with MN Bump (Big Stone County)	Continue to support and collaborate with MN Bump (Big Stone County)	KK/MS
	<b>2. Promote and grow arts and cultural events and destinations in the region</b>		
	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	Promote the Meander Art Crawl and other arts and culture events and destinations	KF/MS
	<b>3. Identify opportunities to preserve, enhance, sustain, and promote our region's natural resources to increase resource capacity for people &amp; businesses in the region</b>		
	Promote the natural resource amenities in our region	Promote the natural resource amenities in our region	KK/MS
	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		
	<b>4. Make our region a "Welcoming Place"</b>		
	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			
Smart Goal #2: Increase overall labor force participation rate in the region by 0.5% over the next 5 years	<b>1. Develop employer toolkits for our cities to utilize to help attract a labor force to the region</b>		
	Aggregate all the job listings into an online format	Aggregate all the job listings into an online format	MS
	Promote "quality of life" data, such as cost of living, childcare options, etc.	Promote "quality of life" data, such as cost of living, childcare options, etc.	MS
	Build a network with employers to help them promote their jobs	Build a network with employers to help them promote their jobs	MS
	<b>2. Focus on gaining back jobs lost to the COVID-19 Pandemic</b>		
	Connect and speak with employers on the implementation of strategies to help get some of their lost labor back		
	<b>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</b>		
	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 programs such as LYFT and CEO to increase entrepreneurship in our students	KK
	Promote local internships, apprenticeships and jobs that expose youth to local careers	Promote local internships, apprenticeships and jobs that expose youth to local careers	KK/MS
	<b>4. Maintain and increase affordable, high quality childcare options to assist parents in joining the workforce.</b>		
Promote financial and technical programs for childcare providers	Promote financial and technical programs for childcare providers	KK/MS	

	Share examples of childcare provider models in the region	Share examples of childcare provider models in the region	KK/MS
	Inventory and share examples of community-based support programs that support childcare (county, city, employer financial and technical support)	Inventory and share examples of community-based support programs that support childcare (county, city, employer financial and technical support)	KK/MS
	Encourage community to participate in childcare planning discussions to address local solutions.	Encourage community to participate in childcare planning discussions to address local solutions.	KK
Smart Goal #3: Increase number of businesses in the region by 50 by 2027.	<b>1. Host BR&amp;E Training Promote training to economic development professionals, local officials, chambers, and others</b>		
	Provide information on the importance of BR&E		
	<b>2. Increase succession planning</b>		
	Share resources related to succession planning to businesses in our region	Share resources related to succession planning to businesses in our region	KK/MS
	Connect mature businesses with economic development professionals and facilitate discussions around succession planning		
	<b>3. Provide resources for entrepreneurs to help with starting new businesses</b>		
	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		
	<b>4. Emphasize redevelopment opportunity areas to provide places for entrepreneurs to open businesses</b>		
Promoting the UMRDC'S Developable Properties inventory to our communities and entrepreneurs	Promoting the UMRDC'S Developable Properties inventory to our communities and entrepreneurs	KK	
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	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	KK	
Smart Goal #4: Increase number of housing units in our region from 21,286 to 23,000 by 2027.	<b>1. Identify the housing needs of communities in the region Inventory the housing options that cities have and need the most</b>		
	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		
	<b>2. Provide resources for redevelopment efforts in our region</b>		
	Promote the UMRDC'S Developable Properties inventory to our communities as potential property for housing development	Promote the UMRDC'S Developable Properties inventory to our communities as potential property for housing development	KK/MS
	Continue research into the creation of a redevelopment fund that could help local communities redevelop housing in underutilized spaces	Continue research into the creation of a redevelopment fund that could help local communities redevelop housing in underutilized spaces	KK
	Research and promote programs for property rehabilitation	Research and promote programs for property rehabilitation	KK
	Inventory and promote programs for property owners in the region	Inventory and promote programs for property owners in the region	KK
	<b>3. Develop Housing expertise in the region</b>		
Convene agencies to identify funding strategies that could be replicated	Convene agencies to identify funding strategies that could be replicated	KK	
Support housing studies being conducted in our region	Support housing studies being conducted in our region	KK	
Convene communities to discuss housing issues and needs	Convene communities to discuss housing issues and needs	KK	
Smart Goal #5: Increase broadband coverage at 100/20 mbps per	<b>1. Share resources for improving broadband</b>		
	Inventory cities that are looking to expand broadband options and share resources	Inventory cities that are looking to expand broadband options and share resources	KK
	Engage with other broadband organizations to develop local knowledge and expertise	Engage with other broadband organizations to develop local knowledge and expertise	
	<b>2. Advise communities on broadband planning</b>		
	Encourage conversations with local providers		
	Encourage feasibility studies		
	Share strategies for community engagement to identify community needs		



household to 100%	Provide examples and resources for community education regarding the importance of broadband	Provide examples and resources for community education regarding the importance of broadband	KK/MS
	<b>3. Publish new case studies on broadband development in the region</b>		
	Meet with people who have been impacted by broadband to collect stories.		
	Promote remote working infrastructure and their tie to broadband		
Smart Goal #6: Update and improve infrastructure in the region.	<b>1. Improve transportation in the region Identify public transit needs in the region</b>		
	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		
	<b>2. Build the energy infrastructure in the region to take advantage of new technology</b>		
	Identify alternative energy resources for communities - Financing and Planning and construction		
	Encourage engagement in energy policy		
	Share information on renewable energy ordinances		
	Promote the increase of EV charging capacity in the region		
	<b>3. Improve water/wastewater/sewer systems in region to address health, safety, and growth opportunities</b>		
	Inventory resources and share with communities	Inventory resources and share with communities	KK
	Promote capital improvement planning	Promote capital improvement planning	KK
Share examples of best practices and financing from the region	Share examples of best practices and financing from the region	KK	
Inventory needs for water/wastewater/sewer infrastructure in the region	Inventory needs for water/wastewater/sewer infrastructure in the region	KK	
Reduce number of communities with impaired water systems	Reduce number of communities with impaired water systems	KK	
EDA Planning Application - Scope of Work	Conduct analysis of economic trends in the District's economy. The UMRDC will continue to actively keep abreast of economic trends in the District through active collaboration with regional economic development efforts and initiatives as well as primary regional analysis and outreach through MN DEED and publication of their annual regional profile for the District.		
	Continue to develop and implement strategies to attract new residents to the region. New residents provide an opportunity to increase local workforce and a source for new entrepreneurs.	Continue to develop and implement strategies to attract new residents to the region. New residents provide an opportunity to increase local workforce and a source for new entrepreneurs.	KK/MS
	Practice marketing strategies to attract spending to stimulate the local economy.		
	Continue to develop a process for gathering information on properties for new or expanding businesses in the region to develop.		
	Continue to research the development of a financial tool to support a property redevelopment program.	Continue to research the development of a financial tool to support a property redevelopment program.	KK
	Continue outreach to the region to support the development of improved broadband infrastructure.	Continue outreach to the region to support the development of improved broadband infrastructure.	KK/MS
	Continue to support initiatives to develop and improve childcare options in the region.	Continue to support initiatives to develop and improve childcare options in the region.	KK
	Continue to identify opportunities to build support services for entrepreneurs.		
Identify relevant opportunities for multi federal agency involvement in economic development activities as it relates to the implementation of the CEDS and inform the EDA CRO Economic Development Integrator and/or the Economic Development Representative when appropriate.	Identify relevant opportunities for multi federal agency involvement in economic development activities as it relates to the implementation of the CEDS and inform the EDA CRO Economic Development Integrator and/or the Economic Development Representative when appropriate.	KK	

	<p>Conduct other economic development activities such as research, planning and advisory functions as it relates to the implementation of the CEDS. The UMRDC will continue to foster its role as a facilitator and convener within the region on economic development initiatives and actively seek out applicable engagement opportunities with local units of government that align with CEDS implementation strategies.</p>	<p>Conduct other economic development activities such as research, planning and advisory functions as it relates to the implementation of the CEDS. The UMRDC will continue to foster its role as a facilitator and convener within the region on economic development initiatives and actively seek out applicable engagement opportunities with local units of government that align with CEDS implementation strategies.</p>	<p>KK</p>
	<p>Provide reports, data, and regional information as requested by EDA in a timely manner along with complying with EDA regulations, particularly those regarding eligibility, designation, any audit requirements, GRPA reporting and CEDS.</p>	<p>Provide reports, data, and regional information as requested by EDA in a timely manner along with complying with EDA regulations, particularly those regarding eligibility, designation, any audit requirements, GRPA reporting and CEDS.</p>	<p>KK</p>

<b>Project/Program Title:</b>	<b>MnDOT Planning Grant</b>
<b>Project Manager:</b>	<b>Brianna Sanders</b>
<b>Strategic Direction Category:</b>	Operations
<b>CEDS Cornerstone:</b>	Foundational Asset

Scope of Work (what)	Tasks
ATP Coordination and Involvement	<ul style="list-style-type: none"> <li>• ATP Meetings</li> <li>• Public meeting on draft ATIP: preparation, coordination, public outreach, minutes</li> <li>• TA solicitation process and project development: program outreach, LOI Review, application assistance, project selection</li> <li>• ATP activities</li> <li>• Appointed ATP member expenses</li> <li>• Development of more robust ATP resource on the UMVRDC website</li> </ul>
TAC Administration	<ul style="list-style-type: none"> <li>• TAC meetings and expenses related to TAC activities</li> <li>• TAC meetings for the year may include the following topics: scoping MnDOT projects, review of CHIP, review of TA projects in the region</li> <li>• Ongoing maintenance of the functional classification system</li> <li>• Explore TAC role</li> <li>• Hold two meetings during the year: September and during annual Open House</li> <li>• Work closely with MnDOT district staff to plan content for TAC</li> </ul>
Transportation Planners Meetings	Attend transportation planner meetings and travel and expenses related to transportation planners' meetings.
Statewide Planning	<ul style="list-style-type: none"> <li>• Participate in MnSHIP (MN State Highway Investment Plan) update process</li> <li>• Assist with public outreach for the State Rail Plan update and participate in advisory steering committees as requested</li> <li>• Provide public engagement assistance for the Greater MN Transit Investment Plan/Greater MN Transit Plan</li> <li>• Participate in engagement/evaluation work tied to bike/ped/SRTS demonstration projects</li> <li>• Involvement with the designation of USBR 20 and review of USBR 41 (North Star Route) and 45 (MRT) as requested</li> <li>• Participate in MnDOT's Office of Transit and Active Transportation trainings via webinar or in-person meetings to increase knowledge, skills, and abilities regarding planning, project implementation and evaluation of walking and bicycling. MnDOT will schedule and distribute information</li> <li>• Assist with airport zoning and comp planning work, and updates to the State Aviation System Plan</li> <li>• Assist with non-motorized data collection/portable counter administration</li> <li>• Continue with involvement in maintenance of the statewide Functional Classification System</li> <li>• Transportation Economic Development (TED) Program assistance (excludes Transportation Economic Development Infrastructure (TEDI) Program)</li> <li>• Assist with outreach for other statewide projects</li> <li>• Representation on statewide work groups and committees</li> <li>• Provide needed support for IJA planning requirements and program implementation</li> <li>• Assist with transportation and sustainability planning efforts related to electric vehicles, climate resilience, and increasing transportation options</li> </ul>

<b>Regional Planning</b>	<ul style="list-style-type: none"> <li>• Community Infrastructure Assessment – review district project scoring and local utility conditions – Outreach to communities about known or unknown needs</li> <li>• Inventory of community and county 5-year plans or CIPs and compare to the STIP and CHIP projects for coordination (Spring)</li> <li>• Community Resources – ?</li> <li>• D8 RDC/MnDOT –quarterly RDC/MnDOT meetings for D8: RTCCs, SRTS/TA Solicitation, MnDOT’s RRFB Process, MnDOT’s LPP Solicitation, Landscape Partnership, etc.</li> <li>• Internal Staff &amp; commission meetings; Local and regional meetings; RDC website upkeep</li> <li>• Copying worksheet assistance</li> <li>• Transportation portions of Comprehensive Plans</li> <li>• Other community transportation planning</li> <li>• Highway Coalition assistance</li> <li>• Engage with TZD initiatives - annual workshop, forwarding TZD announcements</li> <li>• Prairie Five Rides TAC Participation</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide guidance and assistance to local bike/ped discussions: <ol style="list-style-type: none"> <li>1) Continuation of Bike Plan Work – work with (1-2) communities on D4 or D8 Plans for routes or connections; Promote Bike and Ped counting in Ortonville, Kerkhoven, and Montevideo</li> <li>2. Maintain SHIP partnership</li> <li>3) Quarterly Regional Trail Group Facilitation: Ortonville to Big Stone NWR, Milan trail to Lac qui Parle lake, Granite Falls to Wegdahl, Kerkhoven to Murdock trail, Montevideo – trail connections</li> <li>4) Local community trail/pedestrian infrastructure development</li> <li>5) Promote coordination with ADA transition plans between cities/counties/MnDOT</li> <li>6) Transportation Funding Research and Development – Website hosting</li> </ol> </li> </ul>
	<ul style="list-style-type: none"> <li>• Safe Routes to School <ol style="list-style-type: none"> <li>1) Follow up with all communities with plans; Promote SRTS in communities without plans; Encourage schools to update plans</li> </ol> </li> </ul>
	<ul style="list-style-type: none"> <li>• MN River Scenic Byway <ol style="list-style-type: none"> <li>1) Byway Alliance meeting coordination; Byway Annual Report to MnDOT; Byway Logo Use Policy; Coordination of road signage with road authorities; Way showing with Byway website; Hwy 67 closure impacts on Byway; Statewide MN Byway meetings; Minnesota River Valley monuments project</li> </ol> </li> </ul>
	<ul style="list-style-type: none"> <li>• EV Charging and Education: funding research, follow up with communities about planning for charging sites, provide resources on converting fleets into Evs</li> </ul>
<b>Conference Attendance</b>	Minnesota's Transportation Conference, APA MN, trainings related to transportation planning
<b>Other Transportation Activities</b>	

<b>Project/Program Title:</b>	<b>Revolving Loan Fund</b>
<b>Project Manager:</b>	
<b>Strategic Direction Category:</b>	Operations
<b>CEDS Cornerstone:</b>	Community Resources

Scope of Work (what)	Tasks
<b>Develop staffing solutions for managing the RLF</b>	Internally review staff roles, the use of consultants, and hiring of staff to support the RLF
<b>RLF systems improvements</b>	Develop new loan servicing checklist
	Complete annual in person visits to all loan clients to build relationship, identify new additional financing needs, verify our collateral, collect loan file documents, take pictures
	check on initial job creation claims, monitor job creation and retention - develop online reporting tool?
	Collect updated financials- develop online reporting tool?
	Review the complete loan process to develop more efficient processes. Look at improvements to documents, streamlining process between lenders and the collection and secure sharing of information.
	Explore loan advisory committee roles and process
	Review and revise all loan plans
	Develop new loan plans for defederalized loan funds
	Revise online loan application
	Develop a loan scanning system of current loans to have establish a disaster recovery plan for loan documents.
	Create a paid off loan system for the retention of loans.
<b>Loan Advisory Committee</b>	Organize loan committee meetings
	At the beginning of the fiscal year re-evaluate the pledge of confidentiality and conflict of interest policy to train the RLF Loan Advisory Board on the policies.
	Create a glossary and meaning of terms for the board to learn.
	Develop a new board member packet including an orientation meeting for a proper introduction into the program.
	Work with counties to fill loan board vacancies
<b>Marketing</b>	Market new ARPA RLF
	Regular outreach and meetings with ED Pros and bankers to identify needs, issues, and opportunities
	inventory other local funding resources and promote them through the website, social media and other outlets
	Explore lender forum
	Outreach in person to each bank to establish a contact at each local bank
	Complete profiles for each borrower ( CARES and Original and Disaster)
	Explore RLF social media marketing
	Develop year end annual report of RLF and share with LAB, Banks, borrowers and more
	Help promote developable properties.
	Review and make improvements to website
<b>Manage Portfolio</b>	Handle inquiries
	Review loan requirements with borrowers and other lenders
	Manage loan documents with attorney
	Complete loan closing
	Track payments

<b>Project/Program Title:</b>	<b>SCDP Grant Implementation</b>	<b>Start/End date</b>
<b>Project Manager:</b>	<b>Bernice Robinson</b>	FY22
<b>Strategic Direction Category:</b>	Core Services	▼
<b>CEDS Cornerstone:</b>	Economic Competitiveness	▼ <a href="https://umvrdc.org/program/">https://umvrdc.org/program/</a>

Scope of Work (what)	Tasks	Timeline: Start date/End date
<b>Granite Falls SCDP 2018</b>	<b>Year 4 tasks</b>	July 2018 - December 2022
14 - Resident Owner Rehab	Reporting: annual report, progress report	July - December
3 - Rental Rehab, Single family	Disbursements	July - December
6 - Commercial	Fair housing activity	July - December
	General Admin	July - December
	Close out/monitoring	July - December
<b>Clarkfield SCDP 2018</b>	<b>Year 4 tasks</b>	July 2018 - September 2022
15- Resident Owner Rehab	Reporting: annual report, progress report	July - December
5 - Commercial Rehab	Disbursements	July - December
Water Tower - Infrastructure	Fair housing activity	July - September
	General Admin	July - September
	Davis Bacon Labor Standards	July - September
	Close out/monitoring	July - September
<b>Canby SCDP 2019</b>	<b>Year 4 tasks</b>	July 2019 - September 2022
17 - Resident Owner Rehab	Reporting: annual report, progress report	July - December
12 - Commercial Rehab	Disbursements	July - December
	Fair housing activity	July - September
	General Admin	July - September
	Davis Bacon Labor Standards	July - September
	Close out/monitoring	July - September
<b>Milan Watson SCDP 2019</b>	<b>Year 4 tasks</b>	July 2019 - September 2022
14 - Resident Owner Rehab	Reporting: annual report, progress report	July - December
16-Rental Rehab, Multi family	Disbursements	July - December
4- Commercial	Fair housing activity	July - September
	General Admin	July - September
	Davis Bacon Labor Standards	July - September
	Close out/monitoring	July - September
<b>Appleton SCDP 2020</b>	<b>Year 3 tasks</b>	July 2020 - September 2023
18 - Resident Owner Rehab	Outreach to potential applicants	Ongoing
5 - Commercial Rehab	Reporting: annual report, progress report	Ongoing
	Disbursements	Ongoing
	Fair housing activity	Ongoing
	General Admin	Ongoing
	Davis Bacon Labor Standards	Ongoing

	Public Hearing	Aug - Sept 2022
<b>Clara City SCDP 2020</b>	<b>Year 2 tasks</b>	July 2020 - September 2023
10- Resident Owner Rehab	Outreach to potential applicants	Ongoing
8 - Rental Rehab, Single family	Reporting: annual report, progress report	Ongoing
4- Commercial	Disbursements	Ongoing
	Fair housing activity	Ongoing
	General Admin	Ongoing
	Davis Bacon Labor Standards	Ongoing
	Public Hearing	Aug - Sept 2022
<b>Benson SCDP 2021</b>	<b>Year 2 tasks</b>	July 2021 - September 2024
	Outreach to potential applicants	July - Sept 2022
	Reporting: annual report, progress report	July - Sept 2022
	Disbursements	July - Sept 2022
	Fair housing activity	Ongoing
	General Admin	Ongoing
	Davis Bacon Labor Standards	Ongoing
<b>Dawson SCDP 2021</b>	<b>Year 2 tasks</b>	July 2021 - September 2024
	Outreach to potential applicants	July - Sept 2022
	Reporting: annual report, progress report	July - Sept 2022
	Disbursements	July - Sept 2022
	Fair housing activity	Ongoing
	General Admin	Ongoing
	Davis Bacon Labor Standards	Ongoing
<b>Ortonville SCDP 2022</b>	<b>Year 1 tasks</b>	July 2022 - September 2025
	Contracts	July - Sept 2022
	Environmental Review	July - Oct 2022
	Notice of Release of funds	November 2022
	Policies, plans and procedures approved	Aug - October 2022
	Outreach to potential applicants	Ongoing
	Work with applicants to verify eligibility	Ongoing
	Reporting: annual report, progress report	Ongoing
	Disbursements	Ongoing
	Fair housing activity	Ongoing
	General Admin	Ongoing
	Davis Bacon Labor Standards	Ongoing
<b>Potential New - Small Cities Grants SCDP 2023</b>	<b>Application tasks</b>	July 2022 - September 2025
	Windshield Survey	July - Sept 2022
<b>Granite Falls -</b>	Conversations with City leadership	July - Sept 2022
<b>Clarkfield</b>	Public Hearing held to get citizen participation	Sept - October 2022
<b>Montevideo</b>	Intent to participate forms signed	Sept - November 2022
	Pre-application submitted	November 2022
	If Pre-app is competitive, write Full application	Jan - March 2023

<b>Project/Program Title:</b>	<b>CDBG-CV Grant Implementation</b>	<b>Start/End date</b>
<b>Project Manager:</b>	<b>Bernice Robinson</b>	FY23
<b>Category:</b>	Core Services	▼
<b>CEDS Cornerstone:</b>	Economic Competitiveness	▼

<b>Scope of Work (what)</b>	<b>Tasks</b>	<b>Timeline: Start date/End date</b>
<b>Appleton CDBG-CV Grant</b>	<b>Year 2 tasks</b>	August 2021 - March 1 2024
	Outreach to potential applicants -Commercial HVAC	Ongoing
	Davis Bacon Labor Standards	Ongoing
	Reporting: annual report, progress report	Ongoing
	Disbursements	Ongoing
	Fair housing activity	Ongoing
	General Admin	Ongoing
	Davis Bacon Labor Standards	Ongoing
<b>Madison CDBG-CV Grant</b>	<b>Year 2 tasks</b>	August 2021 - March 1 2024
	Reporting: annual report, progress report	July - December
	Disbursements	July - December
	Fair housing activity	July - December
	General Admin	July - December
	Davis Bacon Labor Standards	July - December



**FY23 - JULY 1, 2022 THRU JUNE 30, 2023**

**STATEMENT OF INDIRECT COSTS**

		<b>General Pool</b>		<b>Communications Pool</b>	<b>Total</b>
Salaries	160,615		23,653		184,268
Release Time/Fringe	89,082		13,119		102,201
	-----	249,697		36,772	
Audit		-		-	-
Contract for Services				-	-
		-		-	-
		-		-	-
Computer Technical Assistance		8,000		-	8,000
Email		-		-	-
Syvantis Server Support		8,600		-	8,600
Copy Charge/xerox lease		2,000		2,000	4,000
Depreciation		3,000		-	3,000
Membership		1,000		-	1,000
Insurance - Liability		1,300		-	1,300
Legal Fees		1,000		-	1,000
Miscellaneous				-	-
Office Rent		12,210		-	12,210
Postage		500		500	1,000
Printing/Advertising		1,500		1,000	2,500
RDC Marketing Item		-		-	-
Registration - Conference		2,000		-	2,000
Repairs/Maintenance		1,000		-	1,000
Software GMS/GIS/Adobe		4,750		-	4,750
Sub./Publications		2,000		-	2,000
Supplies		3,500		1,000	4,500
Staff Costs					
Travel		1,500		500	2,000
Training		-		-	-
Morale		-		-	-
Wellness		-		-	-
Telephone/Internet		8,000		-	8,000
Web Hosting/Maintenance		1,500		1,500	3,000
<b>TOTAL</b>		313,057		43,272	356,329
		=====			
<b>Total Indirect Costs</b>		356,329			
	=	-----	\$ 26.39	per hour	
<b>Total Direct Hours</b>		13,503			

## **CERTIFICATE OF INDIRECT COSTS**

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

1. All costs included in the proposal dated 07/26/2022 to establish indirect costs rates for the period 7/1/2022 through 6/30/2023 are allowable in accordance with the requirements of the grant(s), contracts(s), and agreement(s) to which they apply and OMB Uniform Guidance. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
2. All costs included in this proposal are properly allocable to Federal Awards on the basis of a beneficial or casual relation between expenses incurred and the agreements to which they are allocated in accordance with the applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any significant accounting changes affecting the indirect cost rate.
3. The indirect cost rate calculated with in the proposal is \$26.39 per hour, which was calculated using an indirect cost rate base of direct hours worked. The calculations were based on the FY23 budget to obtain a federal indirect cost billing rate for fiscal year 2023.
4. All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

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

Governmental Unit: Upper MN Valley Regional Development Commission

Signature: \_\_\_\_\_  
Name of Authorized Official: Dawn Hegland  
Title: Executive Director  
Date of Execution: 07/26/2022

Signature: \_\_\_\_\_  
Name of Authorized Official:  
Title: Chairman  
Date of Executive: 07/26/2022

## **LOBBYING CERTIFICATE**

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

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

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

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

Organization Name: Upper MN Valley Regional Development Commission

Signature: \_\_\_\_\_

Name of Authorized Official:

Title: Chairman

Date of Execution: 7/26/2022

<b>Upper MN Valley RDC</b>	
<b>FY23 Budget</b>	
<b>REVENUES</b>	<b>FY23</b>
<b>Agency Revenues</b>	<b>Budget</b>
Interest	5,000
Levy	351,700
Potential Local Assistance Funds \$20,000 - will reduce levy	(20,000)
Match Fiscal Year 22 - will reduce as matched to contracts below	
Prairie Waters	(20,000)
Transportation	(13,235)
Miscellaneous	2,500
<b>Ongoing Program Revenue</b>	
EDA Planning Grant	70,000
Meander	22,000
Prairie Waters / Get Rural ( \$20,000 FY23 Match)	147,690
Revolving Loan Original and Disaster Fund Admin	54,000
Revolving Loan Fund CARES Admin	1,000
Transportation Planning Grant FY21 ( Includes 13,235 FY23 Match)	88,235
<b>Local Contract Revenue</b>	
<b>New Contracts needed</b>	<b>300,000</b>
<b>Technical Assistance</b>	
Appleton Capital Improvement Plan	4,940
Big Stone County Solid Waste Plan	8,800
CGB - Safe Routes to School	36,000
Chippewa County Hazard Mitigation	16,800
EDA CARES Act	60,000
Local Transit Plan	3,500
Madison Comp Plan	24,400
Maynard Bank Building Implementation	3,800
<b>Grant Writing and Administration</b>	
Appleton RLF Admin	2,000
Benson EDA Grant Admin	10,000
CDBG - CV Admin Appleton	45,000
CDBG - CV Admin Madison	30,000
Chippewa County Broadband Application	8,000
Clarkfield SCDP Project Income admin	2,000
LQP RLF Admin	2,000
SCDP Admin - Appleton	7,000
SCDP Admin - Benson	15,000
SCDP Admin - Clara City	7,000
SCDP Admin - Dawson	10,000
<b>Total Revenue</b>	<b>1,285,130</b>

	<b>FY23</b>
<b>Expenses</b>	<b>Budget</b>
Salaries/Fringe	1,066,724
<b>Commissioner's Expense</b>	
Per Diem / FICA	10,800
Public Officials Ins.	4,500
Meeting Expense	1,500
Travel C&C	4,500
Training	1,000
Audit	14,000
Contract for Services	
Additional Contract work	5,000
Computer Technical Assistance	8,000
Sylvantis Virtual Server	8,600
Copy Charge/xerox lease	4,000
Depreciation	6,000
Dues / memberships	5,000
Insurance	1,300
Legal Fees	2,000
Miscellaneous	1,000
Office Rent	12,210
Postage	3,500
Printing/Advertising	4,500
RDC Marketing Item	2,000
Registration/Conference	4,000
Repairs/Maintenance	1,000
Software GMS/GIS/General	9,150
Sub./Publications	2,000
Supplies	4,500
Telephone/Internet	5,000
Staff Expense	
Travel	15,000
Activities	2,000
Wellness	2,000
Web Hosting/Maintenance	3,500
<b>Pass Thru Activity</b>	
EDA CARES	20,000
Hazard Mitigation	3,600
Meander	23,000
Prairie Waters Ads	23,700
<b>Total Expenses</b>	<b>1,284,584</b>
<b>EXCESS REV. OVER EXP.</b>	<b>546</b>

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Dawn Hegland, Executive Director  
DATE: July 26, 2022  
RE: Elect FY2023 Board of Directors and Officers

In June, the nominating committee members (Gary Hendrickx, Lucas Olson, Carrie Bendix) developed the list of nominees for the UMVRDC Board of Directors shown below. These individuals plus the Chairperson will serve in the next year and act at the budget and personnel committee. In these roles the committee will meet 2-3 times over the year, or as needed.

Big Stone County:

Jay Backer – FY21, 22, 23  
Michele Backer - Alternate

Chippewa County:

Jim Schmaedeka – FY20, 21, 22, 23  
Bill Pauling – Alternate

Lac qui Parle County:

Brett Buer – FY21, 22, 23  
Jeff Olson - Alternate

Swift County:

Lucas Olson – FY21, 22, 23  
Bill McGeary – Alternate

Yellow Medicine County:

John Cole – FY23  
New Commissioner – Alternate

The nominating committee has also been assigned to develop nominations for a Chairperson for FY2023. They have recommended Ben Bothun for a second term as Chairperson.

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

FY 2022 officers were Ben Bothun - Chair, Jay Backer - Vice Chair, Brett Buer - Secretary/Treasurer

**ACTION REQUESTED:**

Confirm the nomination of the FY2023 Board of Directors.

Confirm the nomination of the FY2023 Officers (Chair, Vice Chair and Secretary/Treasurer)

## ARTICLE VI: OFFICERS

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

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

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

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

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



required from time to time, by the Commission or the Board of Directors. **The obligations of the secretary-treasurer may be delegated to the executive director.**

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

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

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

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Dawn Hegland, Executive Director  
DATE: July 26, 2022  
RE: Public Interest Board Membership Appointments

At the May UMRDC meeting the board also voted to invite the following four (4) public interest representatives from the region. We confirmed that all are willing to serve a new 1-year term. Linda Pesch is the new representative, and her background is attached.

- Carrie Bendix – SW MN PIC Executive Director
- Diane Kepner – Prairie Five Community Action Board Member
- Scott Marquardt – Southwest Initiative Foundation Senior Vice President
- Linda Pesch - Director of Enrollment at Minnesota West Community and Technical College

**ACTION REQUESTED**

To approve the appointment of the four Public Interest Representatives:

- Scott Marquardt
- Carrie Bendix
- Diane Kepner
- Linda Pesch



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### CANDIDATE INFORMATION

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Name: Linda Pesch

Position/Title: Director of Enrollment

Employer: Minnesota West Community and Technical College

Address: 1011 1<sup>st</sup> Street West

City: Canby

State: MN

Zip: 56291

County: Yellow Medicine

Telephone: 507-223-1325

Cell: 507-531-0412

Email: linda.pesch@mnwest.edu

#### Employment History:

Minnesota West Community and Technical College – Academic Advisor, Perkins Coordinator, Adjunct Faculty, Director of Enrollment 2007-Current

State Bank of Taunton – Marketing March 2007-October 2007

Southwest Health and Human Services previously Lincoln, Lyon, Murry Human Services – County Social Work, Children’s Services October 1992-February 2007

Co-owner Ricks Body Shop auto body repair – 1994 - Current

1. Do you have any experience with or knowledge of the UMRDC? Please describe.  
No direct experience with UMRDC. I do know and understand the mission of UMRDC and other regional development commissions in that they work to develop programs to solve regional economic, social, physical and governmental issues.
2. Why are you interested in becoming a UMRDC board member?  
I am a long-time resident of SW MN. My husband and I own a business in the area and we are committed to the region. It is a great place to live and is a viable option for individuals and families. Education is vital to attracting individuals, family, and business to our region. I bring 15 years of higher education experience to the table as well as 30 years of service work and

business ownership. I am passionate about the success of others and creating opportunity for people and this is another avenue to share that passion.

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

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

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

Organization	Role/Title	Dates of Service
<b>Banadad Trail Association</b>	<b>Board Member/Treasurer</b>	<b>October 2018- Current</b>
<b>SW MNPIC – Youth Council</b>	<b>Member</b>	<b>1999-Current</b>

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

Attracting and retaining talent in the region.  
Equitable access to technology

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

Thank you for considering my application for UMRDC. Again, I am passionate about the region as well as the individuals I serve. It is imperative we partner and work together for the betterment of the area. I enjoy being part of groups in which I am able to learn and discover efforts to improve the region and services as well as share my perspective.

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Dawn Hegland, Executive Director  
DATE: July 26, 2022  
RE: RDC Advisory Committees

Following is a list of the advisory boards for the Commission. The members serve at the Commission’s discretion and are re-appointed each year. In addition, the UMRDC appoints several board members to serve on these committees representing the RDC board per the list below.

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

In the past we have only provided mileage reimbursement to RLF members, last year we authorized mileage reimbursement to Prairie Waters and TAC members. We should discuss if we want to offer all advisory committee members mileage reimbursement. These costs would be charged to each program.

In addition, Gary Johnson shared at the June meeting that he will be retiring as county commissioner mid year and that her serves on several committees (RLF and ATP/TAC) for the RDC that we should consider when we look at advisory committee nominations this year.

**RLF Loan Advisory Committee**

The Loan Advisory Board is made up of the following representatives:

- 5 County Commissioners (one from each county)
- 5 Banking/Economic Development representatives (one from each county)
- 3 UMRDC board representatives (one as the chairman who only votes when a tie occurs)
- FY22 Representatives were Gary Hendrickx (Chairman), Gary Johnson & Rusty Dimberg

**UMVRDC**

Gary Hendrickx (Chairman),  
Gary Johnson  
Rusty Dimberg

**Swift County**

Joe Fox – County Commissioner  
Eddie Masee - F&M Bank, Appleton

**Yellow Medicine County**

Glen Kack – County Commissioner  
Vacant – Banker Rep.

**Big Stone County**

Jeff Klages – County Commissioner  
Drew Dohman - CenBank, Ortonville

**Lac qui Parle County**

Ben Bothun – County Commissioner  
Jordan Bothun - Dawson Co-op Credit Union

**Chippewa County**

Candice Jaenisch – County Commissioner  
Dean Solem - Citizens Alliance Bank,  
Montevideo

### **Western MN Prairie Waters Advisory Committee**

The Prairie Waters Advisory Board is made up of the following representatives:

1 representative per all member counties appointed by the county boards.

1 representative from all member cities pledging \$3,500 or more.

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

#### **Swift County**

Gary Hendrickx (UMVRDC appointed chair) –  
County Commissioner

#### **Chippewa County**

Matt Gilbertson – County Commissioner

#### **Yellow Medicine County**

John Berends – County Commissioner

#### **Lac qui Parle County**

Ben Bothun – County Commissioner

#### **Madison**

Maynard Meyer – City Rep./Chamber/Business

#### **Granite Falls**

Crystal Johnson– City rep/EDA

#### **Appleton**

Angel Molden – Business  
Emma Haugen – City Rep.

#### **Benson**

Lucas Olson – City Rep.

#### **Montevideo**

Erich Winter – City Rep.

#### **Canby**

Becca Schrupp – City Rep.

#### **Dawson**

Vacant – City Rep.

### **Transportation Advisory Committee (TAC)**

MnDOT created the Area Transportation Partnerships (ATPs) to emphasize greater public involvement in preparation of transportation plans and programs. Big Stone and Swift Counties are covered by MnDOT District 4 and Chippewa, Lac qui Parle and Yellow Medicine Counties are covered by MnDOT District 8. The UMVRDC is required to appoint 1 representative for the MnDOT District 4 ATP and 2 county or city officials for the MnDOT District 8 ATP.

#### **FY22 ATP Representatives:**

Bill Pauling & Gary Johnson to ATP 8/TAC  
Lucas Olson to ATP 4/TAC

#### **TAC Membership:**

Gary Johnson: Yellow Medicine Co Commissioner - RDC Board Elected Official & ATP 8 Appointee

Bill Pauling: Chippewa County Commissioner - RDC Board Elected Official & ATP 8 Appointee

Lucas Olson: Benson City Council - RDC Board Elected Official & ATP 4 Appointee

Todd Larson: Big Stone County Engineer

Jeremy Gilb: Chippewa County Engineer

Sam Muntean: Lac qui Parle County Engineer

Jordan Roggenbuck: Swift County Engineer

Dan Moravetz: Yellow Medicine County Assistant Engineer

Ted Nelson: Prairie Five Rides - Transportation Public Transit Representative

Dave Smiglewski: Transportation At-large Representative

Roger Sandberg: Bike/Pedestrian Representative

Jeff Keil: School Representative/SRTS

Robert Wolfington: Large City (5,000+) Representative

Vacant: Shipping/Hauling Industry Representative

Vacant: Railroad Representative

Vacant: Emergency Services Representative

**Ex-officio:**

Nathan Gannon: MnDOT District 4 State Aid Engineer

Todd Broadwell: MnDOT District 8 State Aid Engineer

Megan DeSchepper: MnDOT District 8 Planner

Jane Butzer: MnDOT District 4 Planner

**ACTION REQUESTED:**

1. To appoint UMVRDC representatives to the RLF and ATP/TAC and define if the UMVRDC will pay per diem and mileage for appointees.
2. To approve UMVRDC Advisory Committee Members for the RLF, Prairie Waters, TAC.
3. Determine if we will continue to reimburse mileage for ALL advisory committee members.

**ACTION MEMO**

TO: Upper MN Valley RDC Commissioners  
FROM: Kristi Fernholz, Planning Director  
DATE: July 26, 2022  
RE: Madison Local Assistance Fund (LAF) Application

The City of Madison has requested us to develop a new Comprehensive Plan for them. The cost is \$30,000. They are asking for \$4,000 in UMRDC LAF funds.

In FY2023 we have not expensed any Local Assistance Funds.

**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.





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

## Local Assistance Fund Review Criteria

**Date: 7-26-22**

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

**Project Name: Madison Comprehensive Plan**

<p><b>Cost:</b></p> <p>\$ <u>30,000</u> Total Estimated Project Cost</p> <p>\$ <u>4,000</u> <b>Requested Amount from Local Assistance Fund</b> (50% of the total project cost up to \$4,000.)</p> <p>\$ <u>16,000</u> Amount left for cities under 500</p> <p>\$ _____ Amount left for other units of government</p>
--

Criteria	
Yes/ <b>No</b>	City under 500 population
Yes/ <b>No</b>	Has not received a Local Assistance Fund this UMVRDC fiscal year (July-June)
<b>Yes</b> /No	UMVRDC proposal accepted and contract in place
Comprehensive Planning Strategic Planning Grant Writing	Eligible project area: <b>Comp planning</b>
<b>FY22</b>	Year of last contract with UMVRDC
<b>No</b>	Potential for follow up contract administration
<b>\$30,000</b>	Total contract amount
Yes/No	<b>UMVRDC Recommended for funding DATE: _____</b>