Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper
323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

# BOARD MEETING AGENDA
## August 26, 2014 - 6:30 PM

**Introductions**
**Approve Agenda/Additions**

1. **Consent Agenda Items**
   a. Minutes from July 2014
   b. July 2014 Treasurer's Report and List of Bills
   c. RLF Treasurer's Report
   d. Meander Fiscal Agent & Grant Application
   e. Greater MN Development Strategy-Memorandum of Understanding
   f. EDA Conference

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

**Staff Presentation: Re-introduction of Jacki Anderson**
**Citizen Comments**
**Round Robin:** Please share any recent actions, discussions or issues from your council or board

2. **Information Items**
   a. Planner Update
   b. Executive Director Update

3. **Action Items**
   a. Upper Sioux Community Hedgehog Application
   b. GIS Contracts for Yellow Medicine County & Big Stone County

4. **Discussion Items**
   a. MAP-21 Rulemaking Comments

Adjourn: ***Next Meeting Date: Tuesday, September 23, 2014***

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

# RDC BOARD MINUTES-ANNUAL MEETING

Upper Minnesota Valley Regional Development Commission
Dawson City Park
July 22, 2014

| | |
|---|---|
| Board Members Present: | Juanita Lauritsen, Jim Dahlvang, Scott Peterson, Kathi Thymian, Brent Olson, Rusty Dimberg, Mark Bourne, Debra Lee Fader, Jim Schmaedeka, Scott Rixe, Gary Hendrickx, Vicki Oakes, Warren Rau, Graylen Carlson, Gary Johnson, Brett Buer |
| Board Members Absent: | Jeff Olson, Bruce Swigerd, Mike Fugleberg |
| Staff Present: | Dawn Hegland, Randy Larson, Arlene Tilbury, Kristi Fernholz, Melissa Carruth, Emily Zeug-Robertson, Lindsey Knutson, Erin Smith and Jackie Sigdahl |
| Guests: | none |

**Call to Order**

Chairman Hendrickx called the meeting to order at approximately 6:50 p.m.

**Approve Agenda/Additions**

**M/S/P** – Brent Olson, Mark Bourne made motion to approve the agenda with the following additions: 8c. Auto bids and 8d. Senior Accountant Job Description.

## 1. Consent Agenda Items

a. Minutes from June 2014
b. June 2014 Treasurer's Report and List of Bills
c. FY15 Fund Balance Schedule
d. RLF Annual Report
e. NADO Board
f. RLF Treasurer's Report

**M/S/P** – Rusty Dimberg, Debra Lee Fader made motion to accept and approve the Consent Agenda Items as follows: approval of minutes from the June meeting; approval of the June treasurer's report (revenue-$48,534/expenses -$73,937) and June checklist; approval of the existing GASB 54 policy, FY15 Fund Balance Schedule and the FY15 Fund Balance Resolution; approval of the FY14 RLF annual report; authorization to serve on the NADO Board of Directors and to authorize out of state travel to 3 NADO events throughout the year; approval of the RLF Treasurer's Report (balance: Original-$148,642.15/Disaster-$118,946.39).

**2. FY14 work Plan, Budget and Levy**

Chairman Hendrickx declared the public hearing open at 6:55pm for the purpose of receiving public comment(s) on the FY15 work plan, budget, and proposed levy.

**3. Annual Report**

The 2014 Annual Report was distributed to all commissioners and staff.

4. **Appointments**
   a. Public Interest Group Representatives
      The nominations received for public interest group representatives are as follows:
      - Economic Development – Vicki Oakes, Ortonville EDA Director
      - Economic Development – Justin Bentaas, Granite Falls EDA Director
      - Workforce – Juanita Lauritsen, SW MN Workforce Council Director
      - Community Action – Bruce Swigerd, Prairie Five CAC Board Member

   **M/S/P -** James Schmaedeka, Brett Buer made motion certifying the public interest group representatives to serve on the UMVRDC for FY15.

   b. Depository

   **M/S/P** – Graylen Carlson, Jim Dahlvang made motion to designate the Prairie Sun Bank as the depository for the UMVRDC's FY15 and the Farmers and Merchants Bank as the depository for the RLF's FY15.

5. **Report from Nominating Committee**
   Brent Olson representing the nominating committee reported that they were nominating Gary Hendricks to serve as Chairperson for FY15.

   Secretary/Treasurer, Kathi Thymian asked three times for other nominations from the floor for chairperson.

   **M/S/P** –Rusty Dimberg, Debra Lee Fader made motion to cast a unanimous ballot to elect Gary Hendrickx as chairperson for FY15.

6. **Certification – Board of Director/Election of Officers**
   Chairman Hendrickx asked members from each county for their nominations of board member representative and alternate for the board of directors. The nominations were as follows:

| | |
|---|---|
| Big Stone County: | Kathi Thymian |
| | Brent Olson – alternate |
| Chippewa County: | James Schmaedeka |
| | Jim Dahlvang - alternate |
| Lac qui Parle County: | Brett Buer |
| | Mark Bourne - alternate |
| Swift County: | Warren Rau |
| | Mike Fugleberg - alternate |
| Yellow Medicine County: | Scott Peterson |
| | Gary Johnson – alternate |

   **M/S/P** – Rusty Dimberg, Mark Bourne made motion to certify the board of directors and alternates as presented for FY15.

   Chairman Hendrickx called for nominations three times for Vice President and Secretary/Treasurer from the members of the board of directors.

a. Vice Chairperson
**M/S/P** – Rusty Dimberg, Mark Bourne made motion to nominate and cast a unanimous ballot for Kathi Thymian as Vice Chairperson for FY15.

b. Secretary/Treasurer
**M/S/P** – Rusty Dimberg, Mark Bourne made motion to nominate and cast a unanimous ballot for James Schmaedeka as Secretary/Treasurer for FY15.

**7. Close Public Hearing – FY14 Work Plan, Budget and Levy**

Chairperson Hendrickx asked for comments(s) concerning the work plan, budget, and levy for FY15. No comments were received. The public hearing was closed at 7:05pm.

**M/S/P** – James Schmaedeka, Warren Rau made motion to accept and adopt the work plan, levy, indirect cost plan, and proposed budget for FY15 of revenues of $1,090,136 and expenses of $1,084,888; and authorize the signatures on the Resolution of Authorization for county tax levies payable in 2015.

**8. Other Action Items**

a. Committee Assignments

RLF – FY15 representatives: Gary Hendrickx, Gary Johnson & Warren Rau
ATP-4/TAC – FY15 representative: Rusty Dimberg
ATP-8/TAC – FY15 representative: Jim Dahlvang, Gary Johnson

**Community Development**

Bruce Swigerd
Gary Hendrickx
Scott Rixe
Mike Fugleberg
Mark Bourne
Debra Lee Fader

**Marketing**

Vicki Oakes
Gary Johnson
Warren Rau
Scott Peterson
Jeff Olson
Rusty Dimberg
Juanita Lauritsen

**Board Stewardship**

Kathi Thymian
Jim Dahlvang
Brett Buer
Brent Olson
Jim Schmaedeka
Graylen Carlson

RLF Board: No changes made for FY15

**UMVRDC**
3 Representatives

**Swift County**
Joe Fox – County Commissioner
Laura Thomson – ED Rep.

**Yellow Medicine County**
Louis Sherlin – County Commissioner
Paul Wilson – ED Rep.

**Big Stone County**
Walt Wulff – County Commissioner
Vicki Oakes – ED Rep.

**Lac qui Parle County**
Terry Overlander – County Commissioner
Josh Falness – ED Rep.

**Chippewa County**
Jim Dahlvang – County Commissioner
Gene Schwitters – ED Rep.

Prairie Waters Board: No changes made for FY15

**At-Large:** June Lynne (Vice Chair) – Chippewa County Historical Society
**Swift County:** Gary Hendrickx (Chair) – County Commissioner
**Chippewa County:** Matt Gilbertson – County Commissioner
**Yellow Medicine County:** John Berends – County Commissioner
**Lac qui Parle County:** PJ Ellison – Lac qui Parle EDA
**Madison:** Maynard Meyer – City Rep./Chamber/Business
**Benson:** Mary Beth Thayer – City Rep. /Chamber
**Granite Falls:** Betsy Nielsen – City Rep. /Chamber
**Appleton:** Susanne Rittenour – City Rep./Business
**Montevideo:** Angela Steinbach – City Rep. & Emily Sumner – City Rep. /Chamber
**Canby:** Nick Johnson – City Rep.
**Dawson:** Monica Bothun – City Rep./Business

**M/S/P** – Brett Buer, Juanita Lauritsen made motion to appoint RDC representatives to the listed committee assignments and to pay per diem and mileage for said committee assignments. Motion also approved RDC Advisory Committee Members for the RLF and Prairie Waters.

b RLF Advisory Board

**M/S/P** - Jim Dahlvang, Brent Olson made motion to approve the subordination request for approximately $30,000 to Prairie Sun Bank for the Appleton Hardware loan. The subordination is contingent upon the Swift County RDA and the Appleton Project agreeing to subordinate and upon the notification that the SWIF loan has been satisfied.

c. Auto Bids

**M/S/P** - Rusty Dimberg, Scott Rixe made motion to authorize the solicitation of agency vehicle bids. The current auto fund is approximately $40,000.

d. Sr. Accountant Job Description

**M/S/P** – Mark Bourne, Warren Rau made motion for the approval of the Senior Accountant Job Description.

**9. Information Items**

a. Planner Update – no questions or comments
b. Executive Director's Report – no questions or comments

**10. Discussion Items**

Discussion was made on today's tour. The feedback/comments made were as follows:

- Many commented that they liked the ½ day tour
- Beneficial
- Interesting to see what Dawson has available
- Liked the concentrated area to one community
- Enjoyed the music versus a speaker – were able to have more good conversation
- Keep the annual meetings "light"
- Liked the diversity of today's tours – industrial, main street business and fine arts
- Commissioners noticed that staff got a lot of good praise today
- Discussion made on the number of jobs available and the lack of workers to do those jobs, as was noted during the tour.

**Adjournment**

A motion by Rusty Dimberg, Debra Lee Fader for adjournment was made at approximately 7:25pm.

APPROVED BY:

_____
Gary Hendrickx
RDC Chairman

PREPARED BY:

_____
Jackie Sigdahl
RDC Administrative Assistant

**#1b**

# ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury
Financial Officer

DATE: August 26, 2014

RE: July 2014 Check Listing &Treasurer's Report

Attached is the treasurer's report for July 2014. On the bottom of the revenue report (page 2) I have added 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. At the end of the disbursement report (page 3) are the agency balances for the following accounts: general checking, money market, revolving loan fund, agency auto and equipment fund. Also enclosed is the check listing that lists all checks cut for the month of July 2014.

**ACTION REQUESTED**:
For the Commission to approve the attached July 2014 Treasurer's Report and the June (check # 18206 through 18237) as presented.

Encl.

| July-14 | | | | | | | | #1b |
|---|---|---|---|---|---|---|---|---|
| **UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION** | | | | | | | | |
| **REVENUE & EXPENSE REPORT** | | | | | | | | |
| | | | | | | | | **Page 2** |
| | | | | | | | | |
| | | **FY15** | | **Current** | | **YR-To-DT** | | |
| | | **Budget** | | **July** | | **July** | | |
| **Agency Revenues** | | | | | | | | |
| Interest | | 3,500 | | 259 | | 259 | | |
| Levy | | 282,500 | | | | - | | |
| **- Less HH** | | | | | | | | |
| Dawson Sidewalk Project | | (4,358) | | | | - | | |
| **Economic Development/EDA** | | | | | | | | |
| EDA Planning Grant | | 64,628 | | 16,157 | | 16,157 | | |
| Revolving Loan Fund Admin | | 40,000 | | | | - | | |
| **Technical Assistance** | | | | | | | | |
| Technical Assistance Potential Contracts | | 18,230 | | | | - | | |
| Appleton Technical Assistance ($5,000 HH FY14 included) | | 27,000 | | | | - | | |
| Safe Routes for Schools Plans | | 15,000 | | | | - | | |
| Safe Routes Coordinator | | 51,000 | | | | - | | |
| Canby Zoning Update | | 4,130 | | | | - | | |
| Hazard Mitigation Updates (15,000 FY13 HH included) | | 87,000 | | | | - | | |
| Montevideo Arts Project | | 4,770 | | | | - | | |
| Greater MN Development Strategy | | 6,250 | | | | - | | |
| CERTS | | 28,400 | | | | - | | |
| Upper Sioux Hazard Mitigation (includes $5,000 HH FY14 included) | | 42,500 | | | | - | | |
| Dawson Sidewalk Project ($4,357.7 FY15 HH included) | | 8,715 | | | | - | | |
| **Grant Writing** | | | | | | | | |
| Grant Writing Potential Contracts | | 5,000 | | | | - | | |
| 2 County HM App | | 1,000 | | | | - | | |
| **Grants Admin/Management** | | | | | | | | |
| Granite Falls EDA Grant | | 35,000 | | | | - | | |
| Granite Falls Overall Admin | | 15,000 | | | | - | | |
| **Granite Falls Volestad House** | | 5,000 | | | | - | | |
| Granite Falls Bridge (labor standards) | | 6,000 | | | | - | | |
| Benson SCDP | | 18,000 | | | | - | | |
| Ortonville SCDP | | 15,000 | | | | - | | |
| Clara City SCDP New | | 12,000 | | | | - | | |
| **Transportation** | | | | | | | | |
| Planning Grant | | 75,000 | | | | - | | |
| Scenic Byway (Transp) Planning Grant FY15 | | 15,080 | | | | - | | |
| **Prairie Waters** | | 95,000 | | | | - | | |
| **Byway Corridor Management Plan** | | 67,790 | | | | - | | |
| **Art Crawl** | | 46,000 | | 700 | | 700 | | |
| **Total Revenue** | | **1,090,136** | | **17,116** | | **17,116** | | |
| **Pass-Thru Revenue (not included above)** | | | | 104,509 | | 104,509 | | |

| Expenses | FY15 Budget | Current July | YR-To-DT July |
|---|---|---|---|
| Salaries | 488,517 | 42,987 | 42,987 |
| Fringe Benefits | 265,630 | 11,584 | 11,584 |
| **Commissioner's Expense** | | | |
| Per Diem | 10,000 | | - |
| FICA | 1,000 | | - |
| Public Officials Ins. | 4,000 | | - |
| Meeting Expense | 2,000 | 763 | 763 |
| Travel C&C | 6,000 | | - |
| Training | 5,000 | | - |
| Audit | 13,000 | | - |
| Computer Technical Assistance | 12,000 | | - |
| Copy Charge/xerox lease | 8,500 | (5) | (5) |
| Depreciation | 11,000 | 932 | 932 |
| Dues | 5,000 | | - |
| Insurance | 1,200 | | - |
| Legal Fees | 2,000 | 55 | 55 |
| Miscellaneous/Employee Morale | 3,000 | | - |
| Office Rent | 12,210 | | - |
| Postage | 7,000 | 1,819 | 1,819 |
| Printing/Advertising | 8,000 | 14 | 14 |
| RDC Marketing Item | 2,000 | | - |
| Registration/Training | 10,000 | | - |
| Repairs/Maintenance | 2,000 | 60 | 60 |
| Software GMS/GIS/General | 6,000 | 90 | 90 |
| Sub./Publications | 2,000 | 61 | 61 |
| Supplies | 6,000 | | - |
| Telephone/Internet | 4,000 | 292 | 292 |
| Travel/Staff | 34,000 | 1,114 | 1,114 |
| Web Hosting/Maintenance | 3,500 | | - |
| **Pass Thru Activity** | | | |
| GIS for Hazard Mitigation Chippewa | 4,100 | | - |
| GIS for Hazard Mitigation YM | 4,100 | | - |
| GIS for Hazard Mitigation Big Stone | 4,100 | | - |
| GIS for Hazard Mitigation Upper Sioux | 4,100 | | - |
| County Reimbursement for Hazard Mitigation | 6,000 | | - |
| SRTS - Products | 15,000 | | - |
| Byway | 41,276 | | - |
| Meander | 31,500 | 435 | 435 |
| Prairie Waters | 40,000 | | - |
| **Total Expenses** | **1,084,733** | **60,201** | **60,201** |
| | | | |
| **EXCESS REV. OVER EXP.** | **5,403** | **(43,084)** | **(43,084)** |

| | |
|---|---|
| General Checking | $ 63,048 |
| Money Market | $ 327,833 |
| Certificate of Deposit | $ 301,488 |
| RLF Savings | $ 229,712 |
| Agency Auto | $ 40,460 |
| Equipment Fund | $ 17,010 |

**UMVRDC Secretary/Treasurer**

**UMVRDC Executive Director**

**July 2014 CHECK LISTING**
**Checks 18206 To 18237**

| Check# | Check Date | Vendor Name | Check Amount | Description |
|---|---|---|---|---|
| 18206 | 07/11/2014 | Anderson Painting & Design | 1,078.00 | 1815 McKinney Ave, Benson - Benson SCDP Request #13 |
| 18207 | 07/11/2014 | Appleton Oil Company | 59.64 | Uplander Maintenance |
| 18208 | 07/11/2014 | Bluestem Heritage Group | 2,000.00 | Final Payment Interpretive Plan |
| 18209 | 07/11/2014 | CHIPPEWA COUNTY AUDITOR/TREASURER | 591.99 | July 2014 - Dental Insurance |
| 18210 | 07/11/2014 | Dana F. Cole & Company LLP | 27.00 | July 2014 - Flex Fee |
| 18211 | 07/11/2014 | DONS FOOD PRIDE | 70.89 | General Supplies/BHAG meeting food |
| 18212 | 07/11/2014 | Employee Relations | 126.00 | Background Check |
| 18213 | 07/11/2014 | F & M BANK | 15.00 | Fee for wire to SWIF for Bluegrass Proteins Loan |
| 18214 | 07/11/2014 | Federated Telephone, Inc | 3,847.12 | Computer TA/Spam Filter/HP Switch |
| 18215 | 07/11/2014 | Grants Management Systems, Inc. | 90.00 | GMS Software Supplement Fee |
| 18216 | 07/11/2014 | Home & Away, Inc | 315.35 | Travel Directory Ad - PW |
| 18217 | 07/11/2014 | Region Nine RDC | 25.00 | Finance Meeting - St. Cloud - lunch/meeting room expense |
| 18218 | 07/11/2014 | Ruth Keller | 60.00 | June 2014 Office Cleaning |
| 18219 | 07/11/2014 | Xerox Corporation | 333.93 | June 2014 Copy Charge |
| 18220 | 07/15/2014 | Associated Bank | 125.00 | July 2014 HSA Employer Contribution |
| 18221 | 07/15/2014 | First Bank & Trust | 125.00 | July 2014 Employer HSA Contribution |
| 18222 | 07/15/2014 | Minnwest Bank Montevideo | 750.00 | July 2014 Employer HSA Contribution |
| 18223 | 07/24/2014 | Ross Anderson | 300.00 | Entertainment for Annual Meeting - Jazz |
| 18224 | 07/24/2014 | Schommer's Family Restaurant | 463.13 | Meal for Annual Meeting |
| 18225 | 07/29/2014 | CANBY NEWS | 13.75 | Annual Meeting Ad |
| 18226 | 07/29/2014 | Chase Card Services | 4,610.94 | Dawns CC - Dell, Skamania Lodge, Hotwire, Dell, MSP Airport, Hotwire, Cafe Renaissance, Noodles, La Petite |
| | | | 249.64 | Arlene's CC - Orbitz, Ed Davis, McDonald's |
| | | | 18.24 | Kristi's CC - Berkner Pizza, Pizza Ranch |
| | | | 18.53 | Melissa's CC - Facebook, Taco Bell |
| | | | 11.33 | Randy's CC - USPS, McDonalds |
| | | | 106.56 | Emily's CC - Subway for BHAG meeting |
| | | | 15.00 | Erin's CC - U of M Parking x2 |
| | | | 250.33 | Agency auto - Aschman's x6 & Bill's Standard |
| | | | 39.39 | Agency AUTO - GAS |
| | | | 50.90 | Melissa's CC -USPS |
| 18227 | 07/29/2014 | Evenson's Contracting, LLC | 2,629.00 | 404 19th St South - Benson SCDP Req #14 |
| 18228 | 07/29/2014 | Freetly Electric, Inc. | 18.00 | 1965 McKinney Ave - Benson SCDP Req #14 |
| | | | 433.00 | 1965 McKinney Ave - Benson SCDP Req 14 |
| 18229 | 07/29/2014 | Mediacom LLC | 222.68 | Agency & PW Phone - August 2014 |

| | | | | |
|---|---|---|---|---|
| 18230 | 07/29/2014 | NCPERS Minnesota | 16.00 | Life Insurance - August '14 |
| 18231 | 07/29/2014 | Montevideo Publishing | 61.00 | Annual Subscription |
| 18232 | 07/29/2014 | PRAIRIE FIVE CAC | 2,303.00 | Field Adming for June 2014 - Ortonville SCDP Req #8 |
| 18233 | 07/29/2014 | Ruth Keller | 60.00 | July Office Cleaning |
| 18234 | 07/29/2014 | Scarcely Ltd. Inc. | 450.00 | 112 9th St S - Benson SCDP Req #14 |
| | | | 450.00 | 1925 McKinney Ave - Benson SCDP #14 |
| | | | 450.00 | 502 16th St S |
| | | | 450.00 | 1805 McKinney Ave - Benson Req #14 |
| 18235 | 07/29/2014 | South Dakota Magazine | 435.00 | Ad |
| 18236 | 07/29/2014 | SWIFT COUNTY HRA | 1,472.00 | June Admin - Benson SCDP Req #14 |
| 18237 | 07/29/2014 | USAble Life | 27.50 | Life Ins - August '14 |
| | | | 25,264.84 | |

Jim Schmedeka, UMVRDC Secretary/Treasurer

Dawn Hegland, Executive Director

Gray highlights are pass-thru expenses

**#1c**

# ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Randy Larson Jr., Loan Officer

DATE: August 26, 2014

RE: July 2014 RLF Treasurer's Report and Program Impact Summary

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

At the bottom of the report, the balances of the bank accounts are presented. First, the amounts for each RLF loan fund pool are presented as totals. These totals show the total of the outstanding loan balance for each fund and the addition of each corresponding month-end bank balance. Each fund's monthly activity is broken down into the various activities that affect the bank balances and the balances available for lending. The payoffs that are anticipated in 2014 are also listed.

May Transaction Notes:

- Jager Building Supply will resume payments on 8/15/2014
- Bluegrass Proteins loan closed at the beginning of this month.

The next enclosed document is the Program Impact Summary. This summary presents the RLF's performance and accomplishments since its inception.

**ACTION REQUESTED**:
To approve the UMVRDC's RLF Treasurer's Report with the following available for lending balances – meaning fund balances less the funds already committed to loans that have yet to close: *$166,951.86 (Original RLF) and $122,760.21 (Disaster RLF).*

Encl.

## Program Impact Summary

Since the RLF was incorporated in 1988, the program has made a significant imapact on the economic growth and employment opportunities in Region 6w. The RLF has completed the following loan activities:

**Economic Impact Summary *as of July 31st, 2014***

| | |
|---|---|
| **Number of Loans Closed:** | **111** |
| **Loan Amounts:** | $ 5,747,160.00 |
| **Private Dollars Leveraged:** | $ 95,182,820.00 |
| **Public Dollars Leveraged:** | $ 17,886,869.00 |
| **Owner Equity:** | $ 31,726,932.00 |
| **Jobs Created:** | 1130.5 |
| **Jobs Retained:** | 1560.5 |
| **Business Type:** | |
| Start-Up | 39 |
| Expansion | 45 |
| Retention | 27 |
| **Total** | **111** |
| **Classification:** | |
| Industrial | 52 |
| Commercial | 26 |
| Service | 33 |
| **Total** | **111** |

# JULY 2014 RLF TREASURER'S REPORT

#1c

| | | Terms | | | | | Reporting Transactions | | |
|---|---|---|---|---|---|---|---|---|---|
| | Borrower | Original RLF Loan Amount | Disaster RLF Loan Amount | Interest Rate | Term (years) | Notes | June Payments | Oringinal RLF Balance at 07/21/2014 | Disaster RLF Balance at 07/31/2014 |
| 1 | Al's Mercantile | 50,000 | | 5% | 10 | | 531.33 | 35,235.98 | |
| 2 | Appleton Hardware Inc | 50,000 | | 4% | 12 | | 684.44 | 15,854.34 | |
| 3 | Appleton Meat Center | 30,000 | | 4% | 10 | Pd 2x this month | 637.44 | 19,124.71 | |
| 4 | Appleton Power Equipment | 25,000 | | 4% | 10 | | 253.11 | 16,005.79 | |
| 5 | Barr's/Conroy Electric, Inc. | 46,000 | | 4% | 10 | | 466.73 | 36,727.51 | |
| 6 | Bluegrass Proteins, Inc. | 100,000 | 100,000 | 4% | 5 | Origination Fee | 2,000.00 | 100,000.00 | 100,000.00 |
| 7 | Books by Kelly | 20,000 | | 5% | 5 | | 121.69 | 12,046.45 | |
| 8 | C&L Loan #2 | 57,500 | | 2.90% | 10 | | 553.57 | 54,445.59 | |
| 9 | C.C. Diamond Products, LLC | 100,000 | | 4% | 10 | | 1,013.45 | 81,831.60 | |
| 10 | Clarkfield Family Foods | 28,000 | | 4% | 10 | | 284.49 | 16,193.10 | |
| 11 | Clarkfield Hardware Hank | 40,000 | | 4% | 7 | | 547.75 | 3,717.29 | |
| 12 | Friendship Cafe | 10,000 | | 4% | 10 | | 102.25 | 5,768.79 | |
| 13 | Granite Falls Dairy Queen, Inc | 100,000 | | 4% | 10 | | 1,013.45 | 81,664.77 | |
| 14 | Handeland Chriopractic, LLC | 33,000 | | 5% | 10 | | 350.02 | 23,734.51 | |
| 15 | I Fit | 5,000 | | 4% | 7 | | 68.34 | 2,381.83 | |
| 16 | Jack Anderson (GoldLeaf Fin.) | 100,000 | | 2.90% | 5 | | 1,793.43 | 74,732.95 | |
| 17 | Jager building Supply, LLC | 62,000 | | 4% | 10 | Deferred | - | 50,225.01 | |
| 18 | J C & Sons Hardware Inc | 70,000 | | 4% | 10 | | 709.72 | 43,072.66 | |
| 19 | Jimmy's Pizza | 13,000 | | 4% | 10 | | 131.62 | 8,430.39 | |
| 20 | Kaercher Publications, Inc. | 65,520 | | 4.50% | 10 | | 680.04 | 54,396.17 | |
| 21 | Kay's Processing, LLC | 100,000 | | 2.90% | 5 | | 1,793.43 | 74,993.95 | |
| 22 | Lamecker's General Store | 25,000 | | 4.00% | 5 | | 461.41 | 24,341.31 | |
| 23 | Madison Meats | 37,200 | | 4% | 5 | | 686.09 | 9,467.32 | |
| 24 | Merritt Construction, Inc. | 10,000 | | 4.50% | 12 | | 104.64 | 8,414.32 | |
| 25 | Northern Geo, LLC | 50,000 | 100,000 | 4% | 10 | | 1,518.68 | 49,235.70 | 98,471.40 |
| 26 | Northern Grain | | 100,000 | 2.90% | 5 | | 1,793.43 | | 81,454.18 |
| 27 | Ortonville Hardware Hank | 66,000 | | 4% | 7 | | 905.12 | 10,609.24 | |
| 28 | Porter Elevator | 75,000 | | 4% | 12 | | 760.34 | 56,169.92 | |
| 29 | Private Industry Council | 50,000 | | 4% | 9.6 | | 396.39 | 23,862.21 | |
| 30 | R&R Outdoors | 11,000 | | 4% | 10 | | 112.37 | 10,268.97 | |
| 31 | SEWearables | 33,000 | | 4.50% | 7 | | 361.04 | 20,761.26 | |
| 32 | SpecSys Inc. | 50,000 | | 4% | 10 | | 507.23 | 28,827.30 | |
| 33 | Swift Falls Bar & Grill | 22,500 | | 4% | 10 | | 228.80 | 12,962.74 | |
| 34 | The Corner Stop | 30,000 | | 5% | 10 | | 318.19 | 6,916.39 | |
| 35 | The Sawmill | 50,000 | | 4% | 10 | | 203.81 | 30,784.01 | |
| | | 1,614,720 | 300,000 | | | | $ 22,093.84 | $ 1,103,204.08 | $ 279,925.58 |

## Balance of Bank Accounts

| | | | | |
|---|---|---|---|---|
| ***Total Original RLF Funds:*** | ***1,270,155.94*** | ***Total Disaster RLF Funds:*** | ***502,685.79*** | |
| | | | | **Approval Signatures** |
| Previous month's bank balance | 248,642.15 | Previous month's Bank Balance | 78,946.39 | |
| Loan Repayment | 17,287.96 | Loan Repayment | 2,805.88 | |
| Loan Disbursement | (100,000.00) | EDA Draw Request | 80,000.00 | |
| July '14 - Bank Interest | 21.75 | Loan Disbursement | (100,000.00) | UMVRDC Secretary/Treasurer |
| Admin Transfer | - | July '14 Bank Interest | 7.94 | |
| Origination or Loan Payoff Fees | 1,000.00 | Admin Transfer | - | |
| ***Bank Account Balance at 7/31/2014*** | **166,951.86** | Origination Fee or Loan Payoff Fees - | 1,000.00 | |
| Committed - | - | ***Bank Account Balance 7/31/2014*** | **62,760.21** | UMVRDC Executive Director |
| **Balance available for lending** | **$ 166,951.86** | EDA Funds available for draw down | 160,000.00 | |
| | | Committed -WCPCI 100,000 | (100,000.00) | |
| **Payoffs Anticipated in 2014** | | **Balance available for lending** | **$ 122,760.21** | |

**#1d**

# ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: August 26, 2014

RE: Meander Fiscal Agent and Grant Application

The UMVRDC 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 2015 Meander. The grant application was due August 1st, so a preliminary approval was received from the UMVRDC chairman to sign fiscal agreement, and the grant agreement as the fiscal agent.

**ACTION REQUESTED:**
Approval of the authorization of the executive director's signature on the grant application to SMAC as the fiscal agent, and the fiscal agent agreement between the UMVRDC and Meander.

# FISCAL AGENT AGREEMENT

We _____UMVRDC_____ hereby agree to
(fiscal agent organization)

serve as fiscal agent for _____Meander_____
(name of organization)

to receive funds for _Meander, The Upper MN River Art Crawl.
(name of project)

Before agreeing to act as fiscal agent for any group, the following conditions must be met by the group:

1. The group must be a legitimate organization.
2. The group must draw up a specific proposal for the project and be reasonably sure of its feasibility.
3. The group must agree that this is a one time agreement and understand that UMVRDC will act as Fiscal Agent for ONLY this project.

As fiscal agent, we agree to serve as a receptacle for funds to be channeled to the UMVRDC for expenses as outlined in the grant budget. The group receiving the funds shall be responsible for spending the funds as budgeted, providing documentation for all expenses, and shall notify SMAC and the fiscal agent UMVRDC if any changes are to be made in the budget.

_____ _____
Organizational Official, Title Date

_____ _____
Fiscal Agent, Title Date

Other conditions:

# ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: August 26, 2014

RE: Greater MN Development Strategy (GMDS) Memorandum of Understanding (MOU)

The MN regional development organizations have identified a need to align our regional Comprehensive Economic Development Strategy (CEDS) to link our assets, leverage our resources and align opportunities across the state. We have been collectively working this concept and securing funding for the last 2 years and are now ready to move forward. Last June the UMVRDC approved a $25,000 local match toward this initiative. At the time we were seeking a federal grant to implement the project. In the last year we secured funding from the Bush and Blandin Foundation and DEED to carry out this work and are now in the process of starting the work. We are preliminarily calling this project the Greater Minnesota Development Strategy.

RDC match will allow each RDO to spend time developing this plan. The external funds will also pay for a consultant to facilitate the process, complete research and assess regional plans, and assist with engaging local state and federal organizations and agencies to identify common areas of interest.

Our three phased approach will help Minnesota Regional Development Organizations identify opportunities to build a stronger, more stable and more competitive Minnesota economy. The following summarizes the goal of each phase:

Phase 1: Align. Improve current data collection practices by developing a statewide CEDS model for all the districts to follow. The goal is to have data that can be easily aggregated for comparison and analysis.

Phase 2: Engage. Connect key stakeholders from around the state to develop economic development strategies using the aggregated regional data.

Phase 3: Empower. Position the regional development organizations to be successful in implementing statewide strategies through accountability and on-going review processes.

***What will be Accomplished?*** Minnesota RDO's will work collectively to accomplish the following:

- *Create a common state template for our CEDS, including a template for data collection, assessment, and strategies, and measures of success;*
- *Develop regional strategies that address the special challenges and opportunities of each part of the state;*
- *Create a framework to address statewide issues and opportunities that will enhance and support economic development efforts at the local and regional level;*

- *Engages multiple stat, federal, and non-profit partners; and*
- *Raise the bar on what constitutes effective rural economic development in Minnesota.*

***Why is this Important? At this time in rural Minnesota's life, this effort is critical:***

- The 21st century economy requires rural Minnesota to be smart and strategic to be able to hold its own in an increasingly competitive environment;
- Rural Minnesota has to speak with one voice at the state and federal level;
- In an environment where federal and state revenues are increasingly scarce, alignment of the resources behind a well-thought out strategy is vital; and
- State and federal partners are critical to rural Minnesota's success. If we are going to get their help, we need to be clear about our direction.

Headwaters RDC has graciously agreed to be the fiscal agent and applicant for our state and foundation dollars. All RDCs wanted to make sure we all formally took action to acknowledge our roll to support their administrative responsibilities and therefore drafted this Memorandum of Understanding ( MOU).

**ACTION REQUESTED:**
To approve the attached MOU that commits our participation authorizes up to $25,000 in match, and authorizes the executive director's signature on any application and agreement required documents.

DH

Enc: MOU

**MEMORANDUM OF UNDERSTANDING**
**BETWEEN**
**Each member of the Minnesota Association of Development Organizations (MADO) and Selected Regional Partners**

The members of the Minnesota Association of Development Organizations, and selected regional organizations, acting individually and as collaborative partners, are committed to the creation of a Greater Minnesota Development Strategy (GMDS) and have solicited resources from a variety of sources to supplement funds committed by each organization to fund its development. In order to facilitate streamlined grant management these entities have determined that a single fiscal sponsor for the grant funds will best serve the effort. The Headwaters Regional Development Commission has agreed to serve in that capacity.

We, the undersigned, hereby agree that the Headwaters Regional Development Commission shall serve as fiscal sponsor of resources secured for purposes of creating a Greater Minnesota Development Strategy, and will be compensated from grant funds. By execution of this document we further agree:

- Each participating organization agrees to provide timely information to the HRDC for reporting purposes in order to fulfill grant requirements expected by any granting organization, whether through grant agreement or other reasonable request;
- All participants will agree to jointly share in the responsibilities and liabilities relating to all grant agreements in support of the GMDS including financial management and project outcomes;
- As fiscal sponsor, HRDC will execute any contract with project consultants. Participants agree that policy direction will be provided by the entities identified in this MOU, and that a committee or spokesperson will be designated to serve as the liaison with such consultant.
- Participants will provide appropriate staff to undertake the remaining tasks as identified in the GMDS work plan including, but not limited to, assisting the selected consultant by responding to data inquiries and discussing common issues, developing and adopting local CEDS documents; aligning regional CEDS with State agencies, and working collectively to prepare a final development strategy for Greater Minnesota.
- Participants agree that HRDC is authorized to make payments to participants as defined by agreements that are developed as part of the GMDS project, and HRDC shall make such payments to participants within 30 days of the receipt of funds designated for that purpose.
- Participants agree that HRDC is authorized to make payments to the selected consultant based on the terms identified in the consulting contract approved by participants.
- Each entity agrees to provide cash or in-kind match toward the project, prorated among participants and in a total amount required to meet grant obligations, and also agrees to provide appropriate documentation to the fiscal sponsor.

{Signature page to follow}

**MEMORANDUM OF UNDERSTANDING**
**BETWEEN**
**Each member of the Minnesota Association of Development Organizations (MADO) and Selected Regional Partners**

_____
Executive Director,
Northwest Regional
Development Commission

_____
Date

_____
Executive Director,
Arrowhead Regional
Development Commission

_____
Date

_____
Executive Director,
Region Five
Development Commission

_____
Date

_____
Executive Director
Upper Minnesota Valley Regional
Development Commission

_____
Date

_____
Executive Director,
Southwest Regional
Development Commission

_____
Date

_____
Executive Director,
Headwaters Regional
Development Commission

_____
Date

_____
President,
West Central Initiative

_____
Date

_____
Executive Director,
East Central Regional
Development Commission

_____
Date

_____
Executive Director,
Mid-Minnesota
Development Commission

_____
Date

_____
Executive Director,
Region Nine
Development Commission

_____
Date

_____
President & CEO,
Southern Minnesota
Initiative Foundation

_____
Date

**#1f**

# ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Jacki Anderson, Senior Planner

DATE: August 26, 2014

RE: September EDA Conference

EDA has notified us that there will be an upcoming training for economic development districts. The conference is scheduled for September 28-30th in Chicago (EDA Regional Headquarters). Sessions are directed at RDC staff and directors:

Panel 1: Finding Funds to Maintain Your Organization's Programs and Services
Panel 2: Building Strong Partnerships with State Agencies
Panel 3: Opportunities for New Revenues
**Plenary Session: Preparing a Successful EDA Application**
Session 1: Collaborating with Academia
Session 2: Helping Local Businesses Become Players in the Global Marketplace
Session 1: Successful Models for Job Generation
Session 2: Positioning your EDD for the Future
**Luncheon Plenary Speaker: The Honorable Jay Williams, Assistant Secretary of Commerce for EDA**
Workshop 1: Becoming Your Best
Workshop 2: The Elements of a Successful Project and a Successful Grant Application
**From the Drawing Board to the Market Place: Digital, Biotech, and Electronic Incubators**
**Plenary Breakfast: Federal Updates**
Session 1: Merging Workforce Programs with Economic Development Strategies
Session 2: Resilient Regions Post Economic Disaster
Session 1: Re-purposing Assets
Session 2: Rural Urban Collaborations and Connections
**Plenary Session: What's on the EDA Horizon?**

Travel expenses to the conference are an eligible expense under our EDA planning grant. The approximate cost is $1,700 for two staff to attend. Staff attending the conference include; Dawn and Jacki

**ACTION REQUESTED:**
Authorization for two staff to attend the EDA Conference September 28th-30th in Chicago.

**INFORMATION MEMO**

TO: UMVRDC Commissioners

FROM: Kristi Fernholz, Arlene Tilbury, Melissa Carruth, Randy Larson, Emily Zeug-Robertson, Erin Smith & Lindsey Knutson

DATE: August 26, 2014

RE: **Planner Update**

In an effort to update the Commission on projects, staff has prepared the following brief summary of current projects.

## Contracts:

**Granite Falls Pedestrian Bridge Grant Administration – Arlene and Erin**
The Granite Falls pedestrian bridge project is underway and Arlene and Erin will be hosting a pre-construction meeting shortly.

**Canby Zoning Ordinance Update – Lindsey and Erin**
Canby has reviewed parts of the draft zoning ordinance document along with several other ordinances from nearby communities and provided UMVRDC staff with input. Lindsey and Erin are working on incorporating Canby's comments and feedback into the draft document. The next step will be meeting with the zoning steering committee to review the content for all of the zoning districts.

**Appleton Technical Assistance – Kristi and Jacki**
The Small Cities Development Program (SCDP) applications will be due in November; Appleton has identified applying to the program a priority. Jacki and Erin are working on developing a creative proposal for an SCDP application. UMVRDC staffs are working with USDA and the city to review their public facilities projects and identify financing options. Emily and Erin presented the local housing survey results that were mapped in GIS to a group of local stakeholders to facilitate additional discussion about challenges and opportunities.

**Clean Energy Resource Teams (CERTs) – Erin**
Erin has been working with CERTs which is a program that focuses on green energy through the University of MN Extension. At this point it has mostly been information gathering and getting to know the program and staff but her region covers 17 counties where Erin will be working with staff and volunteers throughout her region to implement green projects.

**Montevideo Arts Project (MAP) – Kristi**
Kristi wrote a planning grant to SMAC on behalf of the city of Montevideo.

**Dawson Sidewalk Plan – Lindsey and Emily**
Lindsey and Emily will be gathering data related to the existing conditions of sidewalks in Dawson for the month of August. After the initial data is gathered, UMVRDC staff will build an ArcGIS model to prioritize sidewalk segments to present to Dawson's sidewalk plan committee. After the committee provides feedback on the priority sidewalk network, the committee and UMVRDC staff will work to solicit public input on the network.

## Program Updates:

**Meander – Kristi**

The Meander mailing went out in July. We continue to work on all the details for Meander 2014. Kristi wrote a SMAC grant for Meander 2015.

**Revolving Loan Fund – Randy**

As of June 30th, about $289,712 is available for lending. There is one loan application that is nearly complete. There two, possibly three, potential projects.

**Minnesota River Valley National Scenic Byway (MRVSB) - Kristi**

The Byway is working on their new Byway website in 2014. Work began on the Byway TAP planning grant. A survey has been created and we are updating the database with email addresses.

**Prairie Waters Regional Tourism – Melissa and Kristi**

The new Prairie Waters website is underway, and hopes to be completed by October 8th.

The 2014 Prairie Waters Annual Gathering was held on August 18th at the Granite Falls Legion. The DNR was there to speak about the fishing success in the river, and Dave Smiglewski gave some brief history on the Kiwanis popcorn stand. Guests participated in casting contests along with minnow racing for chances to win prizes.

Prairie Waters City/County funding requests have been sent, and staff is following up with phone calls and visits to plan for 2015.

**Safe Routes to School – Lindsey, Emily, & Erin**

The Montevideo and Clarkfield Safe Routes to School plans are still in progress. Lindsey and Emily will be working on writing the plans over the next few months and holding the last two SRTS team meetings after school starts up again in the fall. Erin and Emily will be contacting school districts in our region that have not completed Safe Routes to School Plans to offer Walking Audits, assessing the conditions for walking and biking around their schools. MnDOT has begun spreading the word that they will be announcing three SRTS solicitations this October: mini-grants to schools, bike fleets, and another infrastructure solicitation—stay tuned for more information in October!

**Dawson EDA Industrial Park Update - Arlene**

The City of Dawson at their June 3rd council meeting voted not to proceed with the industrial park project. The city felt that bonding for the full Federal Grant match would place to high of a burden on their residents with an already high tax rate. The City is working with the RDC to complete the grant termination process.

**Hazard Mitigation – Emily and Kristi**

Emily and Kristi have held the first task force meeting for Chippewa, Big Stone, and Yellow Medicine Counties and the second Task Force meetings are all scheduled for September. After updating the hazard inventory during the first meeting, the next meeting will focus on city-specific risk assessments and an analysis and prioritization of the countywide hazard inventory. Emily is working with the cities to obtain community specific information for further analysis within the plan.

**Clara City – SCDP - Randy**

On August 20th, Prairie Five CAC hosted meetings for owner, single-family rental, and multi-family rental housing inquirers. The meeting is the initial point in which the application process begins.

**Transportation – Lindsey**
It is almost time to start soliciting for Transportation Alternatives Program (TAP) projects. Therefore, Lindsey is working with the other transportation planners in Districts 4 and 8 to review the old TAP applications and make updates for this round of solicitations.

Lindsey continues to work with the counties and state aid cities in the region to update their functional classification systems for roadways, this project will wrap up in September.

**Greater Minnesota Regional Parks and Trails Commission – Lindsey**
Lindsey has recently been selected to serve on the Greater Minnesota Regional Parks and Trails Commission's (GMRPTC) District 3 Planning Committee. This committee is responsible for identifying, gathering and accepting information about current and future parks and trail from within district 3 that have potential statewide or regional significance and then recommending those projects to be included in the district wide master plan. As a reminder, the definition of statewide or regional significance was set by the legislature and must meet the following:

1. A park must provide a natural resource-based setting and should provide outdoor recreation facilities and multiple activities that are primarily natural resource-based;
2. A trail must serve more than a local population and where feasible connect to existing or planned state or regional parks or trails;
3. A part or trail must be utilized by a regional population that may encompass multiple jurisdictions; and
4. A park may include or a trail may pass unique natural, historic, or cultural features or characteristics.

## Contract development/Proposals:

The following is a list of potential contract and proposals that staff is working on.

- US DOT TIGER Grant in collaboration with MDH and MnDOT – Lindsey
- Volstead House (Davis Bacon) – Arlene
- Granite Falls Memorial Park Master Plan – Lindsey
- Kristi met with Milan in August to discuss housing issues and a possible SCDP.
- Zoning Ordinance Updates for Ortonville and Madison (early discussions) – Lindsey and Jacki
- Broadband Applications – Jacki and Erin have met with Federated/Farmers about authoring some upcoming grant application on their behalf.

| **Contracts active in FY14/15** | **Anticipated Completion** |
|---|---|
| Dawson EDA Grant | Project in process of termination |
| Granite Falls EDA Grant | March 2016 |
| Big Stone HM | April 2016 |
| Chippewa HM | April 2016 |
| Yellow Medicine HM | April 2016 |
| Canby Zoning Ordinance Update | September 2014 |
| Safe Routes to School Plans 2 (MnDOT) | October 2014 |
| SRTS Implementation (MnDOT) | October 2015 |
| Appleton Technical Assistance | May 2015 |
| Dawson Sidewalk Plan | April 2015 |

| | |
|---|---|
| MnDOT Byway Planning Grant | June 2015 |
| Ortonville SCDP | December 2015 |
| Benson SCDP | December 2015 |
| Clara City SCDP | December 2016 |

**INFORMATIONAL ONLY- No Action requested**

# INFORMATION MEMO

TO: UMVRDC Commissioners

FROM: Dawn Hegland

DATE: August 26, 2014

RE: Director's Report

In an effort to update the Commission on my activities, I prepared the following brief summary of actions that I am working on.

- Reviewed ranking process and 3 applications to date for Senior Accountant. Arlene and I are both disappointed in the number of applicants. We are evaluating who to possibly interview.
- Presented information toe the Appleton EDA on the housing survey analysis we did for Appleton.
- Provided feedback and administrative support to DEED on recapping their SW regional meeting from July 18.
- Reviewed research material on the impact of tourism for the Center for Rural Policy.
- Met with other RDCs and several consultants to discuss the Greater MN Development Strategy timeframe and next steps. I am part of a committee that is looking at common data all RDCS collect and present in their CEDS. Jacki is part of another committee working on this project.
- Completed annual reviews with 1 staff and 6 month reviews with 2 staff.
- Prepared for upcoming NADO board meeting and conference in Denver. Was appointed to a NADO committee to review the organizations' bylaws.
- Investigated new vehicle purchases for the agency.
- Reviewing office space to accommodate space for current and upcoming new staff.
- Reviewing possible grant programs and training opportunities with all staff.
- Reviewing phone and internet service contracts and opportunities to use a cloud based server system for the agency.
- Reviewing personnel policies for some updates due to legislative policy changes. Arlene and I will be doing some comprehensive review of policies with 2 other RDCS.

**INFORMATIONAL ONLY- No Action requested**

**#3a**

# ACTION MEMO

TO: UMVRDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: August 26, 2014

RE: Upper Sioux Community Hedgehog Application

Upper Sioux Community applied for a Hedgehog Grant to complete their hazard mitigation plans. I ranked the application according to our criteria and have enclosed the application and ranking for your review. Counties have previously accessed these funds for the completion of the plans.

This year we have approved $20,000 for the Hedgehog fund and we sub-allocated $10,000 for cities under 500 in population and $10,000 for all other units of government. To date, we have not allocated anything.

The Commission has the following options:

a) approve the application;
b) approve partial funding to the application; or
c) deny the application

## ACTION REQUESTED

Review the Hedgehog Grant Application from the Upper Sioux Community and recommend action.

Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper
323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

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

# Hedgehog Grant Review Criteria

**Date:**

July 25, 2014

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

Upper Sioux Community

**Project Name:**

Hazard Mitigation Plan Development

**Cost:**

$__50,000_____ Total Estimated Project Cost

$ __12,500_____Total local share

$___5,000_____ **Requested Amount from Hedgehog Grant** *(50% of the total project cost up to $5,000.)*

*$___15,000_____Amount left for cities under 500*

*$__0_____Amount left for other units of government*

| **Criteria** | |
|---|---|
| Yes/No | City under 500 population |
| Yes/No | Received a Hedgehog Grant this RDC fiscal year (July-June) |
| Yes/No | UMVRDC proposal accepted and contract in place |
| Comprehensive Planning<br>Strategic Planning<br>Grant Writing | Eligible project area: |
| **2014** | Year of last contract with RDC |
| **Yes** | Potential for follow up contract administration |
| **$42,500** | Total contract amount |
| Yes/No | **RDC Recommended for funding DATE:__8/26/14_____** |

# ACTION MEMO

TO: UMVRDC Commissioners

FROM: Emily Zeug-Robertson, Planner

DATE: August 26th, 2014

RE: Big Stone and Yellow Medicine Counties – Hazard Mitigation GIS Contracts

The UMVRDC would like to request authorization to enter into a services agreement with the University of Minnesota-Duluth (UMD) Geospatial Analysis Center (GAC). This is one of the requirements of Big Stone and Yellow Medicine Counties' All-Hazard Mitigation Plan Update grants and the necessary funds have already been procured as part of our original contracts for the respective Hazard Mitigation Plans. The Geospatial Analysis Center will assist the UMVRDC in obtaining parcel value and feature data to complete a Level 2 Flood Hazus Analysis and other mapping, both required components of Big Stone and Yellow Medicine's All-Hazard Mitigation Plan Update.

This services agreement will run from September 1st, 2014 through February 1st, 2015. The total cost will be $4,010 for each contract ($8,020 in total) and will be paid to UMD GAC in two installments.

**ACTION REQUESTED:**
Authorization of the Executive Director on the forthcoming contract with UMD Geospatial Analysis Center for their assistance in completing necessary mapping and analysis for Big Stone and Yellow Medicine Counties' 2015 All-Hazard Mitigation Plan update.

Enc. = Big Stone County Hazard Mitigation GIS Contract
Yellow Medicine County Hazard Mitigation GIS Contract

# DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Lindsey Knutson, Planner

DATE: August 26, 2014

RE: MAP-21 Rulemaking Comments

The US Department of Transportation (US DOT) has recently released rulemaking on the federal transportation bill, MAP-21and the rulemaking is currently out for comment. While these rules are made at the national level, they impact how state, regional and local governments carry out and implement transportation programs. Therefore, the transportation planners all discussed submitting comments either collectively or individually. We all reviewed the comments to be submitted by the National Association of Development Organizations (NADO) as well as those that the Minnesota Department of Transportation (MnDOT) will be submitting. We all generally agreed with the comments from both of these organizations in that our main comment supports the flexibility the rulemaking gives in terms of allowing each state to decide for themselves whether or not to designate a Rural Transportation Planning Organization (RTPO). At this time, in Minnesota, the RDCs and MnDOT feel that the current Area Transportation Partnership (ATP) process works well for MnDOT to work with regional and local partners to determine the Statewide Transportation Improvement Program (STIP). RTPOs bring another layer of requirements for planning and process without any additional funding, which is why the unanimous feeling is that it would not be in Minnesota's best interest for the RDCs or MnDOT to form official RTPOs. Instead, we will work with the ATP process to provide input on state, regional and local transportation projects.

Attached you will find the draft comments document that is currently circulating all of the MN RDCs to provide last minute comments before being submitted to the US DOT.

Here is a link to view NADOs full comments: http://www.nado.org/wp-content/uploads/2014/07/Planning-NPRM-Sample-Comments-PDF.pdf
Here is a link to view the full rulemaking from the US DOT: http://www.nado.org/wp-content/uploads/2014/06/MAP-21-Planning-Rule-6-2-14.pdf

**ACTION REQUESTED:**

Discussion regarding RDC comments on the MAP-21 Rulemaking

LK

**Sample Language**

I am submitting comments on the Federal Highway Administration and Federal Transit Administration's (U.S. Department of Transportation) Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning Proposed Rule (Docket No. FHWA-2013-0037) on behalf of **name of your organization** and as a member of the National Association of Development Organizations (NADO). I appreciate the opportunity to comment on changes to the nonmetropolitan planning process that were included in the Moving Ahead for Progress in the 21st Century Act (MAP-21).

Nonmetropolitan officials provide valuable input to the statewide transportation planning process in areas outside the boundaries of Metropolitan Planning Organizations (MPOs). I appreciate the increased emphases included in MAP-21 and the Notice of Proposed Rulemaking (NPRM) on the importance of nonmetropolitan transportation planning. By elevating state involvement with nonmetropolitan local officials from "consultation" to "cooperation" in the long-range statewide planning process, areas outside the boundaries of MPOs will be ensured a stronger role in transportation planning and decision making in ***name your state*** and throughout the country.

I am also pleased that MAP-21 allows states the option to recognize Regional Transportation Planning Organizations (RTPOs) and establishes a formal framework for this process. RTPOs provide transportation planning support to state departments of transportation to assist with their requirements for statewide planning in rural areas. RTPOs also conduct outreach to the public and local officials on nonmetropolitan transportation planning in their regions.

**Nonmetropolitan Participation in the Long-Range Statewide Transportation Plan (Section 450.210b)**

MAP-21 requires that in nonmetropolitan areas, states must "cooperate" with local elected officials who have the responsibility for transportation in development of the long-range statewide transportation plan. The NPRM recognizes that states may have regional planning organizations to help support the planning process in nonmetropolitan areas. Language stating the importance of states maintaining their current relationships with regional planning partners in developing the long-range statewide transportation plan would be helpful to ensure that the transition from "consult" to "cooperate" does not inadvertently cause existing relationships to be altered. In addition, communication between states and nonmetropolitan officials on what the shift from "consult" to "cooperate" means and how it will change the planning process would be beneficial. USDOT should also encourage states to establish a timeline for when the shift to "cooperation" will occur and to communicate this to nonmetropolitan stakeholders.

**Regional Transportation Planning Organizations (Section 450.210d)**

While Minnesota does not intend to form RTPOs at this time, it is important that requirements for the make-up of an RTPO's policy committee remain as flexible as possible so that existing models can continue to operate as is. In several states, for example, metropolitan and tribal officials are designated participants on an existing RTPO or rural planning partner's governing board because of a region's demographic reach. These officials should qualify under the "as appropriate" category in the list of individuals to comprise an RTPO's policy committee.

While MAP-21 provides no dedicated funding for RTPOs, it would be beneficial in the final rule for USDOT to provide some discussion of funding options available to RTPOs, such as the State Planning and Research Program and Surface Transportation Program. Both are eligible funding sources and more guidance should be provided on RTPO funding opportunities under these programs.

Additionally, we concur with AASHTO, which supports the proposed language concerning the discretionary nature of RTPOs. This aspect of the proposed rule correctly confirms that it is a matter of State discretion whether RTPOs are established. However, clarification may be need to specifically state that establishment of an RTPO needs to include the agreement of local units of government.

**Development and Content of the Long-Range Statewide Transportation Plan (Section 450.216)**

There are several relevant federally-recognized regional plans that states should consider incorporating (by reference or summary) into their long-range statewide transportation plan, particularly in states where an RTPO framework is not in place to provide regional long-range transportation plans. Comprehensive Economic Development Strategies (CEDS), required for Economic Development Districts recognized by the U.S. Economic Development Administration; and regional sustainability plans, recognized by the U.S. Department of Housing and Urban Development, are examples of plans that provide a regional perspective on transportation and land use that may inform the transportation decision making process and encourage coordinated investment across federal and other public program funds.

**Development and Content of the Statewide Transportation Improvement Program (STIP) (Section 450.218)**

If there is not an RTPO present to provide a regional TIP, states should refer to regional priorities identified through a CEDS (mentioned above) or other federally-recognized regional plans when selecting nonmetropolitan priorities for the STIP. This will ensure that regional priorities are consistent with other federally required or recognized plans.

***Your Name***
***Organization Name***