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
February 28, 2017 - 6:30 PM

Pledge of Allegiance
Introductions
Approve Agenda/Additions
Guest Presentation – Neil Linscheid, MN Extension

1. **Consent Agenda Items**
   a. Minutes from January 24, 2017 Board of Director's Meeting
   b. January 2017 Treasurer's Report and Board Payment Listings
   c. RLF Treasurer's Report
   d. SWMHP ArtPlace Contract Amendment
   e. CERTs contract
   f. Lac qui Parle County EDA Contract

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: Melissa & Dawn (Discussion Item)
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
   c. RLF Update
   d. Staffing Update
   e. Local Foods Intern

3. **Action Items**
   a. Loan Advisory Board Recommendation

4. **Discussion Items**
   a. Get Rural

Adjourn

Next Meeting: March 28th

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission
Appleton Civic Center - Appleton, MN – January 24, 2017

Board Members Present:	Jim Dahlvang, Brent Olson, Rusty Dimberg, Warren Rau, Gary Johnson, Gary Hendrickx, Diane Kepner, Windy Block, Mark Bourne, Jim Schmaedeka, Jeff Olson, Debra Lee Fader, Duane Steen, Roy Marihart
Board Members Absent:	Juanita Lauritsen, Brett Buer, Scott Peterson, Gene Stengel
Staff Present:	Dawn Hegland, Matt Moe, Laura Ostlie, Jason Brisson and Jackie Sigdahl
Guests:	None

Call to Order

Chairman Gary Johnson called the meeting to order at 6:30pm.
Introductions were made for new staff member and two new board members.

Approve Agenda/Additions

M/S/P – Warren Rau, Rusty Dimberg made motion to approve the agenda with the addition of 3c. EDA Planning Grant Increase Resolution for Local Match and 3d. GMS Conference.

1. **Consent Agenda Items**
   a. Minutes from December 13, 2016 Board of Director's Meeting
   b. December 2016 Treasurer's Report and Board Payment Listings
   c. RLF Treasurer's Report
   d. Resolution for the Appleton Prison
   e. FY17 Budget Revision

M/S/P – Mark Bourne, James Schmaedeka made motion to accept and approve the Consent Agenda Items as presented.

- Approval of the minutes from October 2016;
- Approval of the December 2016 Treasurer's Report: expenses of $80,801 and revenue of $173,701 along with the check listings 19485-19530 and ACH's as presented;
- Approval of the lending balances on the RLF Treasurer's Report as $408,243.91 on original and $144,536.75 on disaster;
- Approval and adoption of the resolution supporting Swift County's efforts to encourage the State of MN to lease the currently vacant Appleton prison from Core Civic to house State inmates;
- Approval of the FY17 budget revision.

Staff Presentation:

Jason Brisson introduced himself. Jason started after the first of the year and is working as the Transportation Planner. Welcome Jason.

Round Robin Discussion:

- *Gary Hendrickx, Swift County*: The offer of administrator was turned down – will be looking at the second choice. Renovations of courthouse are moving forward –

expecting the project to take about six months. Health & Human Service building is on hold. A future daycare in Benson is looking to purchase a building.

- *Brent, Big Stone County*: There are 17 licensed daycares in the county. County attorney is retiring-hiring an interim.
- *Gary Johnson, Yellow Medicine County*: Broadband presentation at county meeting was very good. Discussion on buffer strips was made. County needs to make decision by mid-March.
- *Rusty, Big Stone County Townships*: Would like to start the meetings with the Pledge of Allegiance.
- *Brett, Dawson/Boyd Schools*: absent.
- *James, Chippewa County Townships*: Annual Township meeting will be held March 20th in Maynard. Discussed personal experiences with Prairie Five Rides.
- *Jim, Chippewa County*: Drug Court has its first graduation.
- *Mark, LqP County Townships*: passed.
- *Jeff, LqP County Municipalities*: Two new city council members and a new mayor.
- *Scott P., YM County Municipalities*: absent.
- *Warren, Swift County Townships*: Annual Township meeting will be held March 10th in Benson.
- *Debra Lee, Chippewa County Municipalities:* passed.
- *Roy, LqP County:* Introduced himself. One new commissioner in LqP County.
- *Duane., Big Stone County Municipalities:* Introduced himself. Two new council members elected in Graceville. Taking bids to redo another street.
- *Gene, Yellow Medicine County Townships:* absent.
- *Juanita, Workforce Center:* absent.
- *Windy, City Administrator:* The city has new council members and a new Police Chief. School preparing for their referendum on February 7th.
- *Diane, Prairie Five CAC, Inc*.: Going through the interview process of hiring.
- *Dawn, UMVRDC***:** Advertising for a Communications Assistant and will be advertising for an experienced EDA planner. Working with the U of M-Morris on potential employees with their internships through programs.

2. Information Items

a. Planner Update – a brief summary of current projects being worked on by staff was updated.
b. Executive Director Update – a summary of activities/projects Dawn Hegland worked on during this past month.
c. RLF Update – Loan Status Report on the activity of existing loans that have modifications from their original loan as well as any new loans, and other activity from the RLF board. Refer any loan possibilities. Two payoffs were made. Closed on the Northern Geo loan.
d. Mileage Rate Update – The IRS 2017 official mileage rate will be 53.5 cents per mile.

3. Action Items

a. Loan Advisory Board Recommendations
SEWearables Design, Inc. is requesting a loan to a finance a new embroidering machine along with working capital for an expansion and relocation.

M/S/P – Brent Olson, Jim Dahlvang made motion to approve the loan request of $27,250 at 4.5% for 10 years from the original RLF account. Gary Hendrickx abstained.

Original Fund Plan Update
In order to abide by the requirement of providing an updated RLF Plan to EDA every five years, the following recommendations are proposed to the Original RLF Plan. These changes will provide additional flexibility and alignment with the current Disaster Plan:

- The Original Fund Loan Plan will not require an interest rate floor of 4%, instead it will be utilized most often when determining financing terms.

- The Original Fund Loan Plan will increase the goal of dollars lent per job created or retained to $25,000.

M/S/P - Gary Hendrickx, Windy Block made motion to approve the recommendations to update the Original RLF Plan.

b. Personnel Committee December 28, 2016 Minutes
Revisions and updates were made to the existing Accounting Policies and Procedures Manual. Significant changes were made in the areas of Purchases, Time Record & Pay Procedures; GASB 54 Fund Designation; Compliance; Fiscal Policy statements; Annual Meeting Checklist and Computer system backup procedures.

M/S/P – Brent Olson, Jim Dahlvang made motion to approve the Personnel Committee minutes from December 28, 2016 including the following action that was approved at that meeting:

M/S/P Gary Hendrickx, Jim Dahlvang made the motion to create an incentive program for all new and existing employees.

Effective between January 1, 2017 and December 31, 2018 the following incentive program will be offered as a recruitment and retention tool for UMVRDC employees.

- *Any new employee hired will be offered $1,000 upon completion of their first month of work and $1,000 per year on the same date in each of the next 4 years following as an incentive to maintain employment with the UMVRDC. (A maximum of $5,000 over 5 years)*
- *Any existing employee will be provided an incentive of $1,000 per year for up to five years of continued service with the UMVRDC. (A maximum of $5,000 over 5 years) The first $1,000 will be provide February 1, 2017.*

c Economic Development Administration (EDA) Planning Grant Increase Resolution for Local Match
The US Department of Commerce-EDA has increased our existing planning grant from $54,628 to $70,000 to implement the CEDS and provide economic development activities and services throughout the region. This increase will affect the third year (FY18) of the existing grant contract.

M/S/P – Jeff Olson, Mark Bourne made motion to authorize the Commission to:

1. authorize the signature of the Board Chair and the Executive Director, Dawn Hegland on the attached resolution for the UMVRDC funding increase request to the Economic Development Administration's planning grant program;

2. commitment of 50 percent ($15,372) matching funds towards the grant;
3. authorization for the Executive Director to sign all required materials needed to submit and receive the grant.

d. Grants Management System Conference
Annual training conference for the UMVRDC's accounting software. Total cost is estimated at $2,000.

M/S/P – Brent Olson, Debra Lee Fader made motion to authorize Matt Moe to attend the 2017 GMS Conference in May.

4. Discussion Items

a. Board Re-orientation
A basic orientation overview was presented that touched on the organization's mission, programs, special projects and resources. Review was also done on the bylaws, MN Statute history as well as policies and procedures, budget resources and strategic plans. Commissioner Job descriptions were reviewed along with the Due Diligence Checklist explaining the board's roles and responsibilities. A Board Member Commitment Agreement as well as a Conflict of Interest form was signed by all attending commissioners.

Adjournment

A motion by Rusty Dimberg, Warren Rau for adjournment of meeting was made at 8:05pm. Meeting ended.

APPROVED BY:

_____
Gary Johnson
UMVRDC Chairman

PREPARED BY:

_____
Jackie Sigdahl
UMVRDC Administrative Assistant

#1b

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Matt Moe, Finance Officer

DATE: February 28, 2017

RE: January 2017 Treasurer's Reports
January 2017 Board Payment Listing

The first item attached is the treasurer's report for January 2017. 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 January 2017.

ACTION REQUESTED:
For the Commission to approve the January 2017 Treasurer's Report, and Board Payment Listing with all checks (check # 19532– 19570) and all ACH transactions.

Encl.

Jan-17

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
REVENUE & EXPENSE REPORT

	FY17 Budget Rev #1	Current January	YR-To-DT July-Jan	Percent of Budget
Agency Revenues				
Interest	3,500	854	2,888	83%
Levy	300,000	16,485	146,851	49%
- Less Prior Year HH and Match	(24,940)	-	(25,097)	
- Less Current Year HH			-	
Danvers	(750)			
Miscellaneous	5,000	188	3,277	66%
Reserves	60,000		-	0%
Economic Development/EDA				
EDA Planning Grant	54,628	13,657	40,971	75%
Greater MN CEDS			-	
Revolving Loan Fund Admin	50,000		14,706	29%
TA Contracts Needed	**-**		-	
Appleton Technical Assistance ($3,938 HH FY16 included)	30,000		12,625	42%
Blandin IT Connect II	2,600		2,600	100%
Blandin IT Regional Network	2,427		2,427	100%
Blaindin Rural Connect II	20,000		20,000	100%
Chippewa BB	5,000		-	0%
Chippewa County Pace	1,875		806	43%
CERTS	27,000	1,683	14,071	52%
Danvers (Includes $750 HH)	1,500		-	0%
Dawson Boyd SRTS Implementation	1,500		-	0%
Granite Falls Flood Mitigation Closeout	225		-	0%
Granite Falls Memorial Park Plan Implementation	7,235		-	0%
Heritage Partnership Grant	32,600		13,080	40%
HM Lqp/Swift (HH)	**70,000**		-	0%
KMS SRTS Plan	23,748		975	4%
Local Food System Project	8,152	1,350	4,358	53%
LqP Park Plan ($3,938 HH FY16 included)	10,000		3,938	39%
Maynard TA	5,668		2,770	49%
Monte Public Arts CY 2016	835		162	19%
Monte Public Arts CY 2017	7,000		-	0%
Monte Arts RR	3,343		1,782	53%
SWMHP Artplace	1,200		-	0%
YM Broadband	5,000		-	0%
YM Data Plan	6,000		4,000	67%
YM Windshield Survey	1,159		1,159	100%
Grant Writing			-	
Potential Grant Apps			-	
Benson SCDP App	8,000		-	0%
Clarkfield SCDP App ($2,596 HH)	4,783		4,783	100%
Dawson TA	1,600		-	0%
Grants Admin/Management				
Appleton SCDP Grant	18,000		-	0%
Beardsley/Clinton/Graceville SCDP	20,000		-	0%
Clara City SCDP New	9,297	7,957	12,679	136%
Transportation/Byway/Tourism			-	
Transit Plan	26,000		-	0%
Transportation Planning Grant	75,000		37,500	50%
Prairie Waters	96,220	56,487	94,540	98%
Byway Corridor Management Plan	23,829		5,469	23%
Art Crawl	46,000	2,965	30,504	66%
Total Revenue	**1,050,234**	101,626	453,823	43%
Pass-Thru Revenue (not included above)		87,780	889,765	

	FY17 Budget	Current	YR-To-DT	Percent
Expenses	**Rev # 1**	**January**	**July-Jan**	**of Budget**
Salaries/Fringe	643,793	41,995	367,687	57%
Commissioner's Expense			-	
Per Diem / FICA	11,000	215	5,168	47%
Public Officials Ins.	4,500	2,009	4,153	92%
Meeting Expense	2,000		983	49%
Travel C&C	7,500	311	3,427	46%
Training	5,000		-	0%
Audit	14,000	236	13,012	93%
Contract for Services	20,000	150	2,388	12%
Strategic Planning	10,000		-	0%
Computer Technical Assistance	12,000	413	6,061	51%
Email	2,400		-	0%
Virtual Server	5,000		-	0%
Copy Charge/xerox lease	4,500	193	1,957	43%
Depreciation	9,000	603	4,545	50%
Dues	5,000		1,600	32%
Insurance	1,300	326	1,907	147%
Legal Fees	2,000	3,317	4,851	243%
Miscellaneous	1,000	117	576	58%
Office Rent	12,210	1,017	7,117	58%
Postage	5,000	326	3,913	78%
Printing/Advertising	6,000	63	2,895	48%
RDC Marketing Item	2,000	80	991	50%
Registration/Program Specific	4,000		525	13%
Repairs/Maintenance	1,500	75	405	27%
Software GMS/GIS/General	6,000	200	5,936	99%
Sub./Publications	2,000	71	733	37%
Supplies	6,500	142	1,267	19%
Telephone/Internet	6,000	535	3,622	60%
Staff Expense			-	
Travel	30,000	453	10,002	33%
Training	10,000		1,053	11%
Morale	2,000	40	179	9%
Wellness	2,000	30	275	14%
Web Hosting/Maintenance	3,500		480	14%
Pass Thru Activity			-	
Byway	5,000		-	0%
Blandin Projects			29,598	
GIS Consultant - HM - Lqp - Swift			-	
Meander	25,000	1,250	13,099	52%
Prairie Waters	36,000	8,550	15,048	42%
Total Expenses	**924,703**	62,714	515,451	56%
EXCESS REV. OVER EXP.	**125,531**	38,912	(61,629)	

General Checking	$ 200,782
Money Market	$ 311,775
Certificate of Deposit	$ 350,254
RLF Savings	$ 570,932
Agency Auto	$ 43,536
Equipment Fund	$ 29,293

UMVRDC Secretary/Treasurer **Date**

UMVRDC Executive Director **Date**

January 2017 Check/ACH Listing

Check#	Check Date	Vendor Name	Check Amount	Description
19532	01/05/2017	CITY OF APPLETON	1,016.67	January 2017 Office Rent
19533	01/05/2017	Daniel Cronen	17,298.00	Owner Rehab - 619 1st St NE Clara City
19534	01/05/2017	DONS FOOD PRIDE	26.46	December Charges
19535	01/05/2017	Federated Telephone, Inc	463.50	Account # 875 - December Charges Internet and Labor
19536	01/05/2017	Kathryn Sletto Consulting	150.00	Benson Small Cities Applican Consulting
19537	01/05/2017	Ortonville Independent	35.00	Invoice 26638 - Subscription
19538	01/05/2017	Pioneer TV	4,200.00	Prairie water Ads , Invoice 3274
19539	01/05/2017	PRAIRIE FIVE CAC	7,030.00	Commercfial Rehab- Heartland Chiropractic
19540	01/05/2017	Ruth Keller	75.00	December Cleaning
19541	01/05/2017	S & L General Contracting	7,009.00	Owner Rehab - 322 SW 3rd Street Clara City
19542	01/05/2017	Scott Thaemlitz	24,999.00	Owner Rehab - 323 South Main Street Clara City
19543	01/05/2017	SOUTHWEST RDC	80.00	MADO Booth
19544	01/20/2017	Dahlvang, Jim	77.49	Commisssioner Per Diem
19545	01/20/2017	Johnson, Gary L.	85.05	Commisssioner Per Diem
19546	01/18/2017	Northern Geo LLC	80,000.00	Loan Disburment 60 k Original and 20k Disaster
19547	01/20/2017	Carie Driessen	21.40	RLF mtg
19548	01/20/2017	Chase Card Services	88.74	MS: PW, wellness
19548	01/20/2017	Chase Card Services	9.42	kf: meander postage
19548	01/20/2017	Chase Card Services	254.30	dh: retirement party; microsoft
19548	01/20/2017	Chase Card Services	80.00	lo: rlf ucc's
19548	01/20/2017	Chase Card Services	453.62	mm: retirement party; clockwise; gift; postage; onstar
19548	01/20/2017	Chase Card Services	70.94	fuel
19549	01/20/2017	Claire Swanson	500.00	2016 meander
19550	01/20/2017	Clara City Herald	36.00	subscription
19551	01/20/2017	Craig Bakkelund	42.80	rlf mtg
19552	01/20/2017	Dana F. Cole & Company LLP	236.00	OSA report
19553	01/20/2017	Employee Relations	142.70	pre-employment info
19554	01/20/2017	Forum Communications Company	1,364.78	pw ads
19555	01/20/2017	Gene Stukel	500.00	meander 2016
19556	01/20/2017	Glen Kack	47.08	rlf mtg
19557	01/20/2017	Glen's Auto Glass	319.01	windshield replacement
19558	01/20/2017	Gray, Plant, Mooty, Mooty & Bennett, P.A.	2,588.48	legal work for rlf loan
19558	01/20/2017	Gray, Plant, Mooty, Mooty & Bennett, P.A.	585.45	legal work for rlf
19559	01/20/2017	Greenspring Media Group	2,935.00	pw ads
19560	01/20/2017	Hometown Flooring & Blinds	2,500.00	OO: Olson, Appleton
19561	01/20/2017	Jay Backer	44.41	rlf mtg
19562	01/20/2017	Jim's Clothing & Sporting Goods	39.95	agency shirt
19563	01/20/2017	Joe Fox	10.70	rlf mtg
19564	01/20/2017	John White, Journalistic Services	250.00	meander press releases
19565	01/20/2017	Minnesota Counties Intergovernmental Trust	6,750.00	ins renewal
19566	01/20/2017	Mitch McKay	26.75	rlf mtg
19567	01/20/2017	Ortonville Independent	63.00	job ad
19568	01/20/2017	PRAIRIE FIVE CAC	4,000.00	clara city-admin for addl projects
19568	01/20/2017	PRAIRIE FIVE CAC	219.00	appleton:october 2016
19568	01/20/2017	PRAIRIE FIVE CAC	700.00	appleton: sept 2016
19568	01/20/2017	PRAIRIE FIVE CAC	9,198.25	Clara City final admin pymt
19569	01/20/2017	Terry Overlander	22.47	rlf mtg
19570	01/20/2017	Xerox Corporation	324.74	copy charges
ACH	01/31/2017	Federated Telephone, Inc	363.04	Jan 17 federated telephone bill
ACH	01/31/2017	AFLAC	81.92	Jan 2017 Aflac
ACH	01/04/2017	Delta Dental	527.51	Jan 17 dental insurance
ACH	01/05/2017	MN STATE RETIREMENT SYSTEM	260.00	1/05/17 Staff PR Deferred comp
ACH	01/05/2017	INTERNAL REVENUE SERVICE	3,380.45	01/05/17 Staff PR Federal tax
ACH	01/05/2017	State Of Minnesota	440.00	1/05/17 Staff PR State tax
Direct Deposit	01/05/2017	Upper MN Valley RDC - Staff PR	10,842.52	Staff Direct Deposit
ACH	01/05/2017	PUBLIC EMPLOYEES RET ASSOC	2,580.24	1/05/17 staff PR PERA
ACH	01/05/2017	Select Account	1,071.99	11/5/17 staff PR HSA
ACH	01/20/2017	INTERNAL REVENUE SERVICE	3,356.14	01/20/17 Staff PR Federal tax
ACH	01/20/2017	INTERNAL REVENUE SERVICE	30.64	01/20/17 commission PR federal tax
ACH	01/20/2017	MN STATE RETIREMENT SYSTEM	260.00	1/20/17 staff PR Deferred comp
ACH	01/20/2017	PUBLIC EMPLOYEES RET ASSOC	2,365.22	1/20/2017 staff PR PERA
ACH	01/20/2017	Select Account	1,071.99	01/20/17 Staff PR HSA
ACH	01/20/2017	State Of Minnesota	405.00	01/20/17 Staff PR State tax
Direct Deposit	01/20/2017	Upper MN Valley RDC - Staff PR	10,188.11	Staff Direct Deposit
Direct Deposit	01/20/2017	Upper MN Valley RDC - Commissioners PR	117.18	Commissioners Direct Deposit
ACH	01/22/2017	Blue Cross Blue Shield of Minnesota	8,188.80	Jan 17 health insurance for Feb 17

ACH	01/05/2017	Minnwest Bank Montevideo	2,000.00	Jan 17 HSA AT
ACH	01/31/2017	PRAIRIE SUN BANK	28.00	Jan 17 direct deposit fee
ACH	01/26/2017	US POSTAL SERVICE	81.27	Byway mailing
ACH	01/20/2017	Select Account	400.46	Staff medical flex
ACH	01/13/2017	Select Account	50.00	Daycare flex
			$ 225,060.64	Total Checks/ACH payments Dec 2016

Pass-Thru Payments

UMVRDC Secretary/Treasurer
Date:

UMVRDC Executive Director
Date:

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Loan Officer

DATE: February 28, 2017

RE: RLF Treasurer's Report

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.

January 2017 Transaction Notes:

- Madison Meats Loan – Default Status
- Appleton Meat Center – Default Status
- C & L Powder Coating- Default Status
- R & R Outdoors – Payment Deferment
- Northern Geo Loan #2 – Closed in January

ACTION REQUESTED:
To approve the UMVRDC's January 2017 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: *$394,986.00 (Original RLF) and $148.696.42 (Disaster RLF).*

January 2017 RLF TREASURER'S REPORT

		Terms				Reporting Transactions			
	Borrower	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Notes	January Payments	Oringinal RLF Balance at 1/31/17	Disaster RLF Balance at 1/31/2017
1	Al's Mercantile	50,000		5%	10		$ 538.82	$ 22,925.33	
2	Appleton Meat Center	30,000		4%	10	Default	$ -	$ 17,066.19	
3	Barr's/Conroy Electric, Inc.	46,000		4%	10		$ 466.73	$ 25,929.80	
4	Bluegrass Proteins, Inc.	100,000	100,000	4%	5		$ 2,111.78	$ 82,027.16	$ 82,027.16
5	Books by Kelly	20,000		5%	5		$ 121.69	$ 9,825.87	
6	C&L Loan #2	57,500		2.90%	10	Default	$ -	$ 47,682.84	
7	Clara City Foods, Inc	100,000	100,000	4%	10		$ 2,025.90	$ 93,727.57	$ 93,727.57
8	Clarkfield Family Foods	28,000		4%	10		$ 284.49	$ 8,989.19	
9	DoMat's	100,000		4%	10		$ 1,013.45	$ 97,328.34	
10	Granite Falls Dairy Queen, Inc	100,000		4%	10		$ 1,013.45	$ 58,384.83	
11	Handeland Chriopractic, LLC	33,000		5%	10		$ 365.66	$ 15,549.62	
12	Jack Anderson (GoldLeaf Fin.)	100,000		2.90%	5		$ 1,793.43	$ 24,644.93	
13	Jager building Supply, LLC	62,000		4%	10		$ 628.72	$ 38,271.21	
14	J C & Sons Hardware Inc	70,000		4%	10		$ 709.72	$ 25,289.32	
15	Kaercher Publications, Inc.	65,520		4.50%	10		$ 680.04	$ 39,367.74	
16	KEC of Granite Falls DBA Picht's	50,000		4.00%	10		$ 507.23	$ 47,609.99	
17	Lamecker's General Store	25,000		4.00%	5		$ 461.41	$ 12,404.48	
18	Madison Meats	37,200		4%	5	Default	$ -	$ 8,160.21	
19	Merritt Construction, Inc.	10,000		4.50%	12		$ 104.64	$ 6,129.91	
20	Northern Geo, LLC	50,000	100,000	4%	10		$ 1,518.68	$ 38,464.28	$ 76,928.57
21	Northern Geo, LLC (2)	60,000	20,000	4%	10	Closed January	$ -	$ 60,000.00	$ 20,000.00
22	Private Industry Council	50,000		4%	9.6		$ 396.39	$ 13,951.20	
23	R&R Outdoors	11,000		4%	10	Payment deferment	$ -	$ 8,347.20	
24	SEWearables	33,000		4.50%	7		$ 361.04	$ 11,792.84	
25	SpecSys Inc.	50,000		4%	10		$ 507.23	$ 15,953.69	
26	Swift Falls Bar & Grill	22,500		4%	10		$ 228.80	$ 7,153.67	
27	The Sawmill	50,000		4%	10		$ 203.81	$ 27,757.77	
28	West Central Powder Coating, Inc.		100,000	4%	15		$ 740.69		$ 89,216.20
		1,410,720	420,000				$ 16,783.80	$ 864,735.18	$ 361,899.50

Balance of Bank Accounts

Total Original RLF Funds:	***1,286,971.18***	***Total Disaster RLF Funds:***	***510,595.92***
Previous month's bank balance	468,243.91	Previous month's Bank Balance	164,536.75
Loan Repayment	12,961.82	Loan Repayment	3,821.98
Loan Disbursement	(60,000.00)	Loan Disbursement	(20,000.00)
January '17 - Bank Interest	57.77	January '17 Bank Interest	20.19
Admin Transfer -	-	Admin Transfer	-
Origination, ACH, or Loan Payoff Fees	972.50	Origination, ACH, or Loan Payoff Fees -	317.50
Bank Account Balance at 1/31/17	**422,236.00**	***Bank Account Balance 1/31/17***	**148,696.42**
Committed - SEWearable Designs	(27,250.00)	Committed	-
Balance available for lending $	**394,986.00**	**Balance available for lending $**	**148,696.42**

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

Date

Date

#1d

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: February 28, 2017

RE: SWMHP ArtPlace Contract Amendment

The UMVRDC has been asked to amend our contract with the Southwest Minnesota Housing Partnership (SWMHP) to include hours to assist with the projects in the City of Milan as part of the Partnership Art Initiative through ArtPlace America funding. This contract is for $1,500 plus expenses.

ACTION REQUESTED:

Authorization for the Executive Director to sign the Consultant Agreement Amendment with the Southwest Minnesota Housing Partnership.

Southwest Minnesota Housing Partnership
2401 Broadway Avenue, Suite 4
Slayton, MN 56172
Phone: 507-836-1608

Upper Minnesota Valley Regional Development Commission
Consultant Agreement – Amendment #1

This agreement shall be effective starting on February 1, 2017 through June 30, 2017.

The amendment will include an additional 20 hours of service.

PAYMENTS AND SERVICES

A. SWMHP shall pay Consultant an additional $1,500 for the technical assistant services provided.

B. It is understood that all travel, mileage, and similar out-of-pocket expenses incurred by the Consultant hereunder will be billed separately.

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

Southwest Minnesota Housing Partnership	Upper Minnesota Valley RDC
By_____	By_____
Title_____	Title_____
Date_____	Date_____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: February 28, 2017

RE: CERTs Contract for Services Extension

The University of MN based Clean Energy Resource Teams (CERTs) has sent an amendment for their contract with us for their West Central Coordinator Position. This amendment would extend the contract for another seven months from January 1, 2017 to August 31, 2017, and add an additional $12,000 for a total of $47,000 plus travel reimbursement.

We have planned to match this extension with an additional $3,000 to cover the costs of the position. The match was previously approved in the January 2017 budget revision from dollars we set aside for match from the levy.

In addition, we will also be adding a special contract that is available to Regional Coordinators to work on GreenStep Cities outreach. The additional amount will be for $5,200 plus $470 in travel.

The total additional amount for January 1, 2017 to August 31, 2017 will be:

$12,000
$3,000
$5,670
$20,670 total

ACTION REQUESTED:

Approval and authorization of the Executive Director's signature on the attached amendment with the University of MN for the Clean Energy Resource Team Coordinator position in the amount of $47,000, and approval of the additional GreenStep outreach for $5,670. There is also matching dollars in the amount of $3,000 for the CERTs work.

Regional Coordinator GreenStep Cities Work Plan

February 2017- June 2017

Region: West Central

Contract Dates: Feb 15-June 30, 2017

Contract Amount: $5200 labor, $470 travel

Goals, Objectives, Tasks, and Subtasks

Goals: The goals of this project are to ensure that GSC cities stay actively engaged in the program; accelerate actions of GSC cities to reduce energy use; provide GSC cities with program resources to support their efforts to measure and report city performance metrics; and prepare GSC cities to participate in the program's annual recognition event scheduled in June 2017.

Objective 1: Outreach. The contractor, using a mix of personal visits, phone calls and e-mails tailored to the participation level and needs of GSC cities, shall:

Task 1-1: Establish mutual contact with GSC cities.

Task 1-2: Follow-up with those GSC cities showing interest in working on specific best practices, based on results of the MPCA's January 2017 survey.

Task 1-3: Ensure that GSC cities:

- can easily post information on their dedicated GreenStep Cities web site (https://greenstep.pca.state.mn.us/).
- understand the minimum requirements for achieving Step 4 recognition (http://www.betterenergy.org/step4).
- confirm the May 1, 2017 due date for submitting best practice action reports and city performance metrics.

Objective 2: Engagement. The contractor, by providing advice on implementation of energy best practices and identification of non-energy priorities for best practices (http://greenstep.pca.state.mn.us/bestPractices.cfm), shall:

Task 2-1: Assist Step 1 GSC cities in achieving Step 2 recognition.

Task 2-2: Assist Step 2 GSC cities in achieving Step 3 recognition.

Task 2-3: Assist inactive GSC cities in achieving either active status or requesting formal removal from the program.

Objective 3: Metrics. The contractor, in consultation with authorized Great Plains Institute coordinators and GSC best practice metrics advisors, shall:

Task 3-1: Assist Step 3 GSC cities in selecting which city performance metrics to report.

Task 3-2: Provide Step 3 GSC cities technical assistance in reporting city performance metrics.

Task 3-3: Assist Step 4 GSC cities in identifying additional actions that, if implemented, would improve city performance metrics.

Measurable Objectives

Objective 1: Establish mutual contact with at least 95% of GSC cities.

Objective 2: Assist GSC cities in achieving recognition at a higher Step, achieving active status, or requesting formal removal from the program.

- Assist at least 50% of Step 1 GSC cities in achieving Step 2 recognition.
- Assist at least 30% of Step 2 GSC cities in achieving Step 3 recognition.
- Assist 100% of inactive GSC cities in achieving either active status, as evidenced by new action completion, or requesting formal removal from the program.

Objective 3: Assist Step 3 and Step 4 GSC cities with reporting or improving city performance metrics.

Cities in West Central Region and Step Level

Note: Diana McKeown of Metro CERT will be following up with St. Cloud.

City	Current Step	CERTs Region	Enrolled Date	Step Date
Arlington	**3**	westcentral	**3/1/2011**	**6/15/2016**
Granite Falls	**1**	westcentral	**11/1/2016**	**--**
Hoffman	**Inactive (Step 2)**	westcentral	**12/1/2010**	**Inactive**
Hutchinson	**4**	westcentral	**4/1/2015**	**6/15/2016**
Milan	**Inactive (Step 1)**	westcentral	**6/1/2010**	**Inactive**
Morris	**1**	westcentral	**7/1/2016**	**--**
Saint Cloud	***Inactive (Step 2)***	*westcentral*	***6/1/2010***	***Inactive***
Willmar	**2**	westcentral	**3/1/2012**	**6/20/2013**
Winthrop	**1**	westcentral	**11/1/2015**	**--**

UNIVERSITY OF MINNESOTA

Quick - Contract for Professional Services

This agreement is entered into by and between the Regents of the University of Minnesota, a Minnesota constitutional corporation, and contractor listed below.

Amendment # 3 TO QCPS # 0001089389

(Include all digits on submitted invoice)

Dispatch Via Email

Contractor #: 0000037681 UPPER MN VALLEY REGIONAL DEVELOPMENT 323 W SCHLIEMAN AVE APPLETON MN 56208	**Date** 9/15/2015	**Tax Exempt #** 8029894
	Payment Terms Net 30	**Vendor Type** Other (Govt, NonProfit, etc)
	Requestor Tamara Bergan (E) berga002@umn.edu	**Phone** 612/625-9716

Federal Contract Funding? No

Also See Attachments

Bill To: AP VOUCHER ENTRY BAE AG EXPERIMENT STATION RM 120 1390 ECKLES AVE ST PAUL MN 55108	**Contract Administrator:** Jeanne Ellen Hudson AES Administration Operations 1390 Eckles Avenue 120 BioAgEng St. Paul MN 55108 (P) 612/625-7020 (F) 612.624.7724

Supplier: Review this document thoroughly to identify changes. Refer to original order for entire order.

Terms and Conditions of original order apply.

UNIVERSITY OF MINNESOTA

Quick - Contract for Professional Services

This agreement is entered into by and between the Regents of the University of Minnesota, a Minnesota constitutional corporation, and contractor listed below.

(Include all digits on submitted invoice)

EXHIBIT A

SCOPE OF WORK

Invoice will be billed monthly
UMRVDC staff person who will serve as WC CERT Coordinator will work throughout the entire West Central CERT Region with the WC CERT Steering Committee, WC CERT, statewide CERT staff, and SW Regional Partnership on a variety of tasks including but not limited to the following:
1. Connect with and maintain strong relationships with local community leaders and Steering Committee members ? who also serve as the Regional Partnership ? to advance regional priorities.
2. Conduct outreach to targeted audiences about energy efficiency and renewable energy opportunities and assist groups, communities, local units of government and individuals with advancing their projects.
3. Broaden CERTs reach and impact by developing new connections and relationships with communities, their leaders and members, interested in pursuing clean-energy projects.
4. Assist with connecting regional team members and community representatives to needed technical resources for energy efficiency and renewable energy projects.
5. Recruit participants for and assist coordination of CERTified campaigns.
6. Conduct outreach to local units of governments about energy efficiency and clean energy project funding options including Guaranteed Energy Savings Program (GESP) and Property Assessed Clean Energy (PACE).
7. Conduct outreach to cities about opportunities posed by GreenStep Cities initiative.
8. Work with local utilities to advance on-the-ground energy efficiency projects.
9. Follow-up with seed grant funded projects including developing case studies about select projects.
10. Identify potential funding sources for community-energy projects and help community-based teams pursue these opportunities.
11. Assist with the organization and promotion of quarterly CERT regional events/ meetings/tours as necessary.
12. Document and share stories of local clean energy projects ? both success stories and lessons learned ? for dissemination via MN Energy Stories, CERT social media tools and local press releases.
13. Provide updates on activities to CERT Staff and the West Central CERT Steering Committee/ Regional Partnership Energy Work Group.
14. Other projects that the WC CERT Steering Committee assigns.
6/16/16 Add $10,000 from 00052014 and $5,000 from 00052556. Split $1,500 to travel from 00052014. Remaining amount is all professional services. Extend contract to 12/31/2016. Changes requested by Lissa Pawlisch and Joel Haskard, contract administrators. This additional funding and time will allow the contractor to provide additional assistance to local units of government as they pursue and seek to understand solar energy options, which are part of the goals of the grants. Approved by Kathy Draeger, RSDP Director, and Jillian Rung, CA
12/6/16 Move funds from travel line to professional services ($2,750) as requested by Lissa Pawlisch. Much of the outreach work has been done by phone and web meetings. Approved by Kathy Draeger and Irina Cherevatshy, CA.
2/7/17 Add $12,000 to contract and extend end date to 8/31/17. Requested by Lissa Pawlisch, and approved by Kathy Draeger and Irina Cherevatsky. The plan is to continue work under the current work plan. See attached email for additional information.

Term of Agreement: **Start Date**: 09/01/2015 and shall remain in effect until **End Date**: 08/31/2017

Line	Item / Description	Quantity	UOM	Unit Price	Extended Amt
1	WC CERT Coordinator	1.00	LOT	**$45,750.00**	**$45,750.00**

UMRVDC staff person who will serve as WC CERT Coordinator will work throughout the entire West Central CERT Region with the WC CERT Steering Committee, WC CERT, statewide CERT staff, and SW Regional Partnership on a variety of tasks including but not limited to the following:
1. Connect with and maintain strong relationships with local community leaders and Steering Committee members ? who also serve as the Regional Partnership ? to advance regional priorities.
2. Conduct outreach to targeted audiences about energy efficiency and renewable energy opportunities and assist groups, communities, local units of government and individuals with advancing their projects.
3. Broaden CERTs reach and impact by developing new connections and relationships with communities, their leaders and members, interested in pursuing clean-energy projects.
4. Assist with connecting regional team members and community representatives to needed technical resources for energy efficiency and renewable energy projects.
5. Recruit participants for and assist coordination of CERTified campaigns.

UNIVERSITY OF MINNESOTA

Quick - Contract for Professional Services

This agreement is entered into by and between the Regents of the University of Minnesota, a Minnesota constitutional corporation, and contractor listed below.

(Include all digits on submitted invoice)

6. Conduct outreach to local units of governments about energy efficiency and clean energy project funding options including Guaranteed Energy Savings Program (GESP) and Property Assessed Clean Energy (PACE).
7. Conduct outreach to cities about opportunities posed by GreenStep Cities initiative.
8. Work with local utilities to advance on-the-ground energy efficiency projects.
9. Follow-up with seed grant funded projects including developing case studies about select projects.
10. Identify potential funding sources for community-energy projects and help community-based teams pursue these opportunities.
11. Assist with the organization and promotion of quarterly CERT regional events/ meetings/tours as necessary.
12. Document and share stories of local clean energy projects ? both success stories and lessons learned ? for dissemination via MN Energy Stories, CERT social media tools and local press releases.
13. Provide updates on activities to CERT Staff and the West Central CERT Steering Committee/ Regional Partnership Energy Work Group.
14. Other projects that the WC CERT Steering Committee assigns.

Line	Item / Description	Quantity	UOM	Unit Price	Extended Amt
2	WC CERT coordinator travel expenses	1.00	LOT	**$1,250.00**	**$1,250.00**

Travel to organizations and meet with individuals to move clean energy projects forward

TOTAL OBLIGATION:

The University's total obligation to Contractor under this agreement, including compensation for goods, services and reimbursable expenses, shall not exceed **$47,000.00** without the prior written approval of the University.

The University's previous total obligation to Contractor before this change was **$35,000.00**

ABOVE CONTRACT IS ELECTRONICALLY APPROVED BY UNIVERSITY OF MINNESOTA.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Loan Officer

DATE: February 28, 2017

RE: Lac qui Parle Economic Development Authority USDA application Contract

The Lac qui Parle County Economic Development Authority is interested in applying for a USDA Rural Business Development Grant. They have requested assistance from the UMVRDC in developing the application. The application will require collaboration with the regional USDA office and the LQP EDA staff.

Technical assistance for this contract is $5,000.

If the application is approved, the EDA is also looking for assistance, possibly from the RDC in administering the grant to new and existing business' located in Lac qui Parle County.

ACTION REQUESTED:
Approve and authorize the Executive Director's signature on the attached contract for $5,000 with the Lac qui Parle Economic Development Authority to author a Rural Business Development Grant.

Encl.

CONTRACT FOR PROFESSIONAL SERVICES

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE LAC QUI PARLE COUNTY ECONOMIC DEVELOPMENT AUTHORITY
FY17 – 13

WHEREAS, this Contract for Services is by and between the LAC QUI PARLE ECONOMIC DEVELOPMENT AUTHORITY, hereinafter referred to as the LQP EDA, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMVRDC; and

WHEREAS, the purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the LQP EDA by the UMVRDC; and

WHEREAS, the nature of the said services is to assist the LQP EDA in preparing a USDA Rural Business Development Grant application hereafter referred to as RBDG application; and

WHEREAS, the UMVRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning February 1, 2017; and

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to:

A. Coordinate, author and submit a Rural Business Development Grant (RDBG) application proposal to the United States Department of Agriculture by March 15th, 2017; and

B. Provide the LQP EDA the necessary county resolution; and

C. Advise the LQP EDA executive director and board on collect letters of support from interested business owners; and

D. Coordinate with the Lac Qui Parle County Attorney's office to compose a letter of support for the application; and

E. Prepare LQP EDA Revolving Loan Fund Plan; and

F. Prepare and submit a full application to USDA by April 14th, 2017; and

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The LQP EDA agrees to:

A. Appoint a primary contact for this project: Pam Ellison, Lac qui Parle Economic Development Authority Director, 320-598-7976 director@lqpeda.com

B. Provide the UMVRDC with specific information, plans, resolutions and documents as needed to complete the UMVRDC's services;

C. Assist the UMVRDC by gathering adequate number of letters of support from business candidates for the application process (i.e. press releases, door-to-door survey or phone survey);

D. Pay for all cost related to public hearings and corresponding publications and notifications if necessary;

E. Compensate the UMVRDC in accordance with Section IV of this Contract;

SECTION III. CONTRACT PERIOD

A. Services provided under the terms of this Contract will be performed February 2017 – June 2017;

B. The time period for this Contract may be amended upon request and signed approval by both the UMVRDC and LQP EDA.

SECTION IV. COMPENSATION FOR SERVICES

The UMVRDC shall be compensated for services provided in Section I of this Contract.

A. The LQP EDA agrees to pay the UMVRDC the amount of $5,000

1. $2,500 upon signature of this contract.

2. $2,500 will be billed upon submittal of final RDBG application to USDA on April 15, 2017

B. The UMVRDC will provide the LQP EDA with a final invoice indicating services provided and the total amount due.

C. Our fees for these services are generally based on time expended and out-of-pocket expenses, such as report production, postage, travel, fax, etc. However, they might also include other factors deemed relevant, including the difficulty of the questions and the skill required to perform the services properly; time limitations imposed by either you or the circumstances; the nature and length of the professional relationship between us; and the

experiences, reputation and ability of the UMVRDC staff assigned to the engagement.

D. The contract fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the contract. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

SECTION V. GENERAL PROVISIONS

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

B. Liability
The LQP EDA agrees to waive the UMVRDC and the UMVRDC's commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.

C. Termination
This agreement may be terminated with or without cause by either the UMVRDC or LQP EDA upon fourteens (14) days prior written notice.

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

D. Severability
Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMVRDC and LQP EDA, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

The UMVRDC and LQP EDA hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

_____	_____
EXECUTIVE DIRECTOR UMVRDC	AUTHORIZED REPRESENTATIVE
	Title: _____
Date: _____	Date: _____
	ATTEST:
	_____
	Title: _____
	Date: _____

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Matt Moe, Melissa Streich, Jason Brisson and Laura Ostlie

DATE: February 28, 2017

RE: **Planner Update**

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

CONTRACTS:

Appleton Technical Assistance – Kristi and Laura
The Appleton Comp Plan Task Force met on February 6th to go through housing goals and strategies.

Montevideo Arts Project - Kristi
The MAP committee continues to work on Public Art in their community. In 2017, they will be working on a tractor sculpture with Karl Unnasch. They are also starting now to decide what project they want to have in 2018. The group met Feb 15th and will meet again in March.

SWMHP ArtPlace - Kristi
Milan was selected as one of the communities that the SWMHP will work with through their ArtPlace grant. The SWMHP will contract with the UMVRDC for additional hours to assist Milan with their ArtPlace projects.

Local Foods Study - Kristi
Kristi is working with the Southwest MN Regional Sustainable Development Partnership to complete a local foods study for our region. We have procured an intern to work on the project that ends April 30, 2017. Our final meeting will be held March 20th. This meeting will present data to the group and give an opportunity to prioritize projects for the next phase.

Benson SCDP application – Kristi and Laura
Kristi and Laura submitted an application on behalf of the city of Benson. They proposed to do 20 units of owner occupied rehab and 6 units of commercial rehab.

Yellow Medicine Housing Windshield Survey – Laura
On September 8th UMVRDC staff presented the survey results and discussed opportunities for next steps with the YM Futures group.

Clinton, Graceville and Beardsley SDCP – Laura
Prairie Five is working to gather applications for their commercial and owner occupied rehab projects. Inspections are being scheduled on the first six commercial and 26 owner occupied homes. After the inspections, projects will be bid.

Clara City SCDP – Laura
Clara City's Small Cities program finished up December 31, 2016. Final reporting is due February 28th on the 14-unit multi-family rental rehab, nine owner occupied units, six single family rentals, and five commercial rehab projects.

Danvers Technical Assistance –Laura
The focus of the technical assistance is authoring an Assistance to Firefighters grant application that is due in December 2016. Also to assist in identifying additional grant opportunities or resources to assist Danvers in building a community center/fire hall.

Appleton SCDP – Laura
The City of Appleton has reported six of the 20 owner occupied rehab projects completed which several in the process. Appleton's program also includes a goal of five commercial rehab projects to be completed, of which one has been completed. Appleton's Small Cities program will end December 31, 2017.

Chippewa and Yellow Medicine Broadband Exploration –Laura
RDC staff met with county staff to carve out the timeframe of the exploration of broadband project in November. Key stakeholders were identified along with planning community outreach events for early 2017. Community meetings started January 25th and will conclude March 1st. Meetings will also include city staff engagement and an elected officials panel discussion Spring 2017.

PROGRAM UPDATES:

Community and Economic Development
The CEDs has been completed.

Meander – Kristi
Work has started for Meander 2017. Sponsor forms were sent out to fundraise for the year.

MN River Valley National Scenic Byway - Kristi
The Byway continues to work on the website content with the Dakota consultants. Kristi attended the Explore Minnesota Conference in early February. Kristi is also discussing the future of the Minnesota Byways program with other statewide byway coordinators and plans to be involved in a strategic planning session in April.

Prairie Waters Regional Tourism – Melissa
Ad sales for the Prairie Waters Visitor's guide are complete, total $27,558. We received the first draft back for proofing and we are still on track to having the guides delivered by April 1st.

Clean Energy Resource Teams (CERTs) – Kristi
CERTs biggest project in early 2017 is strategic planning. Kristi is working on scheduling steering committee meetings as well as the year's events. We are also starting an outreach to communities that have signed up for the GreenSteps program.

KMS Safe Routes to School (SRTS)-Laura, Jason
Jason will be meeting with SHIP regarding the KMS project 2/23 and scheduling a time with KMS for the neighborhood assessment. Once the neighborhood assessment is completed, an existing conditions memo will be authored as well as the first draft of the Safe Routes plan.

2016 Local Human Service Transit Coordination Plan - Jason
Ride-along day with Prairie Five has been completed, ride-along day for Granite Falls is scheduled for 2/24, electronic surveys have been sent to 75 organizations, and the organizational focus group is scheduled for 3/2. Data will all be compiled for the next steering committee meeting scheduled for 3/20.

Blandin Broadband

1) **Get Rural** (Regional Recruitment) – The next Get Rural meeting will be held on February 22nd. Marketing Specialists and Web Developers, Vivid Image, will present ideas of what the Prairie Waters website could potentially look like by incorporating jobs, housing, education, healthcare and childcare information. This is a huge step in expanding the Prairie Waters program by incorporating the lifestyle aspect of the region.

Active contracts	**Anticipated Completion**
Appleton Technical Assistance	May 2017
Appleton SCDP	December 2017
Clara City SCDP	December 2016
Chippewa County PACE Implementation	June 2017
Clinton SCDP	December 2018
Danvers Technical Assistance	June 2017
University of MN, Extension (CERTs)	June 2015/Ongoing
Montevideo Arts Project	December 2017
Maynard Museum	June 2017
Granite Falls Memorial Park TA	June 2018
Local Foods Study	April 2017

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: February 28, 2017

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.

- Worked on finalizing new sub-contract amendments for DEED Small Cities grants in Appleton and Clinton/Graceville/Beardsley according to new processes put in place by DEED in November. These subcontractors include Swift County HRA and Prairie Five.
- Had several SW MN Housing Partnership conference calls. One board meeting and one ad-hoc committee call where we are looking at organizational processes.
- Attended a Center for Rural Policy and Development board meeting and several conference calls as research committee chair. We are planning our 2017 thought leader survey on issues which will drive the research schedule for the Center starting in July. http://www.ruralmn.org/ Check out the Centers article on daycare. Currently working on the committee to look at the workforce availability in MN.
- Planned a MADO executive directors meeting in Alexandria for 2/23-24/17. Agenda topics include: a conference call with EDA- Chicago staff and introduction of our new contact there; the upcoming NADO conference; MN Rural Counties Caucus Brain Gain legislation; training opportunities; policy conference; an all-staff RDC conference; a training program in housing, comp planning, active living, and place making; a meeting with DEED staff to talk about community MN Investment Fund dollars; policy sharing on staff orientation and exit processes and financial policy; changes to the MnDOT Planning grant contracts; a discussion about energy and how we include this topic in DevelopMN work we each do in our regions; and a round robin of sharing updates of things we are working on in each of our regions.
- Met with RDCs 6E and 8 to discuss a request from a group of SW MN Counties to help them compare zoning ordinances.
- Reconnected with consultant for Regional Feasibility Study to plan next meeting and finalize report.
- Continued collecting information for training opportunities for RDC staff statewide around the subject of Comprehensive Planning. Reached out to AMC, LMC, MAPZA, MN APA and GTS. Received one proposal from GTS which will be presented at MADO this week for implementation.
- Completed hiring process for Communications Assistant. Reviewed 5 applications and completed 3 interviews with Kristi and Melissa.
- Worked with Melissa on the Get Rural (Regional Recruitment) implementation.
- Reviewed contract with State of MN to complete Hazard Mitigation Plans in Swift and Lac Qui Parle Counties.
- Worked with Matt on FY17 budget revisions.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Loan Officer

DATE: February 28, 2017

RE: RLF Update

LOAN STATUS REPORT

DEFAULTS (90days+)

Madison Meats – No change since last update. Declared personal bankruptcy, we continue to hold a UCC on the business. Loan balance with accrued interest is $8160.21.

Appleton Meat Center – No change since last update. The sale of the facility took place 1/28/16. Legal collection correspondence has been made to the borrowers due to the personal guaranty that the RDC still holds on the remaining debt. Balance is $17,066.19.

C & L Powder Coating- Borrowers have not made payments since their July deferred principal payment. They were notified and replied that they will not be making any payments at this time. Received notification that the borrowers will likely be filing chapter 7 personal bankruptcy within the next weeks. C & L Powder Coating is currently not planning on filing bankruptcy as it is deemed to not have assets. RDC staff have been working with attorneys in a joint effort with Southwest Initiative Foundation. A surrender agreement was sent to the borrowers but has not yet been signed. Two potential buyers of the equipment have now fallen through. Following legal consult, we will be getting estimates on the moving and storing costs of the equipment. This will allow the RDC to determine cost effective next steps, such as working with auction services, finding a private buyer, etc. Current RLF loan balance is $47,682.84

DELINQUENT (less than 90 days)

None

DEFERRED PAYMENTS

R & R Outdoors- A one-month principal and interest deferment was approved. Lender meeting took place on 1/27/17. The remainder of their equipment will be sold in the next few weeks through KBID, with the proceeds split between the gap lenders. The borrowers

wanted to establish repayment, but due to one of the lenders unable to be present at the meeting, we needed to table that due to the inter-creditor agreement. Swift County RDA was going to be following up with the rest of the creditors following their next board meeting in order to start the repayment with the borrowers.

Jager Building Supply, LLC- Borrower has requested a two-month payment deferment due to reduced cash flow within their seasonal business. They would like the deferment for the months of February and March and have requested to resume contractual payments April 15th. Borrower's current RLF loan balance is $38,271.21.

PAID IN FULL

None

LOANS APPROVED BUT NOT DISBURSED

SEWearable Designs, Inc- $27,250 loan from the Original Fund has yet to close. Borrowers are finalizing the equipment purchase process, then the funds will be distributed.

NEW LOANS

Northern Geo Loan #2- $80,000 loan closed in January with first payment made on February 1st.

PAYOFFS / BALLOON PAYMENTS ANTICIPATED

None

OTHER

Outreach has continued to locate additional RLF prospects with local economic development staff, business visits, etc. Feedback currently has been that development of these projects have been minimal at this time in our region. Several prospective borrowers have continued to share that they may be moving towards projects in Summer of 2017 or even early 2018. We are approaching another EDA reporting period and we would like to be able to report additional gain in new projects. Please do your best in recognizing potential projects in your communities and pass those leads onto Laura for further contact.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: February 28, 2017

RE: Staffing Update

We received five applications for our communications assistant position after deciding to only advertise locally for this position. We completed interviews with 3 applicants who all had very high qualifications for the position. We have offered the position to Marcy Prince who will start on May 16 pending positive reference and background check. We developed the attached job preview for the position based on help we need with a variety of projects right now.

We have been discussing with staff a new quick intro for our Sr Planner ad. I hope to have that completed to share by the board meeting.

INFORMATIONAL ONLY- No Action requested

Communications Assistant Job Preview

PW 25%

- Design ads
- Assist with design and editorial for print and online publications (visitors guide, website etc)
- Coordinate ad schedules and rates with marketing outlets
- Post on social media
- Update content on website
- Research markets
- Assist with tracking advertisers billing/invoicing
- Attend PW meeting and follow-up
- Get Rural campaign development

RDC marketing 25%

- Manage newsletter schedule, design, and editing
- Post on social media
- Updating website content
- Assist with content for constant contact blasts
- Assist with annual report design, layout and editing
- Develop press releases

OTHER Projects 50%

Meander

- Complete layout of brochure
- Assist with sponsor sales
- Design and implement ad campaign

Scenic Byway

- Assist with the design and layout of interpretive panels

Appleton Comprehensive Plan
Work with a planner to research and collect data for the Appleton Comprehensive Plan. There will be opportunities to attend the task force meetings, research and write sections of the Appleton Comprehensive Plan.

Clean Energy Resource Team(CERT)/GreenSteps Cities:
Work with a planner who is also the coordinator for the West Central region of CERTs. This project will work on overall goals of CERTs, and specially focus on reengaging cities Greensteps cities in the West Central Region. There will be opportunities to connect with cities, and work on background research to help our cities with Clean Energy issues.

Lac qui Parle County Park Master Plan:
Assist a planner with the public process to start a Master Plan for the Lac qui Parle County Park. There will be opportunities to do some historic research, basic mapping (GIS), and assist with the public process.

Hazard Mitigation Planning:
Work with a planner to update All Hazard Mitigation Plans for Swift and Lac qui Parle Counties. There will be opportunities to do research, data updates and assist with task force meetings.

Update census profiles

Create infographics for various projects and presentations

Review and edit various plans and documents

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: February 28, 2017

RE: Local Foods Study Internship

The UMVRDC just started an open call for interns with the University of Minnesota, Morris for a variety of projects. This is an effort to get help with some of our projects, as well as introduce students to the work of the UMVRDC. We also hope this may help in our efforts to attract future employees.

Our first internship is with a student named Hannah Tuomi who is a senior at the U of M, Morris. She is majoring in Environmental Studies. She was interested in the Local Foods Study project and was willing to jump right in to help.

Hannah started February 16th and her contract goes until April 30th. She will be working up to 100 hours at $12/hr. Because the contract is under $2,000, it was signed by the executive director. The funds to pay the intern will come directly out of the Local Foods Study grant amount already budgeted.

Hannah will be working with me to complete the Local Foods Study document and assist with the final meeting to be held March 20th in Milan.

INFORMATIONAL ONLY- No Action requested

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Loan Officer

DATE: February 28, 2017

RE: Jager Building Supply, LLC Deferment Request

Jager Building Supply, LLC has requested a two-month payment deferment for the months of February and March. They have requested that contractual payments resume April 15th, 2017. Due to the seasonal business, the borrowers would not be able to provide payment to their lenders at this time. Both their primary lender, Minnwest Bank and additional gap lender, SWIF have verbally agreed to the deferment.

Currently Jager Building Supply, LLC has a RLF balance of $38,271.21

ACTION REQUESTED

For the board to approve a two-month payment deferment for Jager Building Supply, LLC.

#4a

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: RDC Staff

DATE: February 28, 2017

RE: Get Rural Presentation

Dawn and Melissa will give an update on the regional recruitment efforts they have been working on through the Get Rural Project.

INFORMATIONAL ONLY- No Action requested