



BOARD MEETING AGENDA
January 20, 2015 - 6:30 PM

Introductions

Approve Agenda/Additions

1. **Consent Agenda Items**
 - a. Minutes from November 2014
 - b. November-December 2014 Treasurer's Report and List of Bills
 - c. RLF Treasurer's Report
 - d. Safe Routes To School Mini-Grant Application and Resolution
 - e. Ortonville Zoning

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: Erin Smith (CERTs presentation – 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. Mileage Rate
 - d. Conflict of Interest Statements
 - e. New Transportation Planner
3. **Action Items**
 - a. Loan Advisory Board
 - b. Personnel Committee Report
4. **Discussion Items**
 - a. Intern Report
 - b. CERTs Presentation

Adjourn

Next Meeting Date: Tuesday, February 24, 2015

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission

Appleton Civic Center - Appleton, MN

November 25, 2014

Board Members Present: Bruce Swigerd, Jim Dahlvang, Rusty Dimberg, Jim Schmaedeka, Gary Hendrickx, Mike Fugleberg, Warren Rau, Graylen Carlson, John Berends, Justin Bentaas, Scott Peterson, Kathi Thymian, Brent Olson, Scott Rixe, Mark Bourne, Brett Buer

Board Members Absent: Juanita Lauritsen, Debra Lee Fader, Vicki Oakes, Jeff Olson

Staff Present: Dawn Hegland, Emily Zandt, Jacki Anderson, Randy Larson, Arlene Tilbury, Erin Smith, Kristi Fernholz, Melissa Carruth and Jackie Sigdahl

Guests: Nancy Agesen

Call to Order

Chairman Hendrickx called the meeting to order at 6:30 p.m.

Approve Agenda/Additions

M/S/P – Gary Johnson, Rusty Dimberg made motion to approve the agenda with the addition of 3c. Staffing.

1. Consent Agenda Items

- a. Minutes from October 2014
- b. October 2014 Treasurer's Report and List of Bills
- c. RLF Treasurer's Report
- d. Granite Falls Pedestrian Bridge Project Contract

M/S/P – Bruce Swigerd, Mark Bourne made motion to accept and approve the Consent Agenda Items as follows: approval of minutes from the October meeting; approval of the October Treasurer's Report showing current expenses \$91,749 and current revenue \$59,241 along with the check listings as presented; approval of the lending balances on the RLF Treasurer's Report; approval of the contract for grants administration services for the pedestrian bridge project with the City of Granite Falls for \$65/per hour up to \$4,000.

ROUND ROBIN DISCUSSION:

- *Gary Hendrickx, Swift County:* The bike trail from Appleton to the spillway will cost \$1.4 million and is set to begin next year. A new county attorney was elected and a new county commissioner was also elected.
- *Brent, Big Stone County:* Courthouse basement being worked on. Family service announced that 6 children in the system were adopted. The paving of the bike trail in the refuge is in discussion.

- *Gary Johnson, Yellow Medicine County:* Construction on the new Justice Bldg will begin in the spring.
- *Rusty, Big Stone County Townships:* Is on the county-wide EDA committee.
- *Brett, Dawson/Boyd Schools:* The football team played in the finals of the state tournament. His interview with a magazine regarding moving back to a rural community will be published in the spring.
- *James, Chippewa County Townships:* passed.
- *Jim, Chippewa County:* Stated that we need to use our connections with the MnDOT & ATP to get some projects approved.
- *Bruce, Prairie Five CAC, Inc.:* passed.
- *Mark, LqP County Townships:* Had a 63% turnout for voting.
- *Jeff, LqP County Municipalities:* absent.
- *Scott P., YM County Municipalities:* Construction of manor going well; demolition of old water plant is being worked on; projects for both the lift station and pedestrian bridge are progressing.
- *Juanita, Workforce Council:* absent.
- *Warren, Swift County Townships:* passed.
- *Debra Lee, Chippewa County Municipalities:* absent.
- *Justin, Granite Falls EDA:* passed.
- *Graylen, LqP County:* passed.
- *Vicki, Ortonville EDA:* absent.
- *Scott R., Big Stone County Municipalities:* Working on the water tower and sewer projects as well as the easements.
- *Kathi, Ortonville Schools:*
- *Mike, Swift County Municipalities:* Comments are being taken through end of the year on blighted property ordinance.
- *Dawn, UMVRDC:* Informed everyone that the beef franks served tonight were provided by Noah's Ark from our tour there in July.

Staff Presentation:

Kristi Fernholz discussed the economic results from the 2014 Meander. Preliminary results show a 12% increase in sales from the previous year. Statistics show that a similar amount of people attended but a larger percent came from outside the 5-county area. The Meander continues to grow and draws a lot of people and exposure to this region.

2. Information Items

- a. Planner Update - no questions/comments
- b. Executive Director Update – no questions/comments
- c. Loan Advisory Board – no questions/comments
- d. Health Insurance Changes – no questions/comments
- e. Meander Economic Impacts – no questions/comments
- f. Dakota Wicohan Correspondence – no questions/comments

3. Action Items

- a. FY14 Audit Presentation

M/S/P – Bruce Swigerd, Rusty Dimberg made motion to approve the FY 2014 audit as presented by Nancy Aagesen of Dana Cole and Company.

b Economic Development Finance Specialist Conference

M/S/P - Jim Dahlvang, Scott Rixe made motion to authorize out of state travel for Randy Larson to attend the conference in Cincinnati, Ohio from November 30th - December 3rd.

c. Staffing

M/S/P - Brent Olson, Mark Bourne made motion for authorization to hire Barrett Voight pending a positive reference and background check as a Planner with a starting salary of \$40,000.

4. Discussion Items

a. BHAG Committee Recap

Board Stewardship

New board member orientation will be conducted after meeting tonight. County visits will continue by staff. May have commissioners go through Strength Finders training for continued education in leadership and assessment. Continue to engage commissioners in the budgets, policies, bylaws, etc.

Community Development

Continue to increase relationships with counties and cities. Discussion made on the survey that was sent out earlier this year-30% responded. Work on enhancing contracts. Add an education training line into the budget. CERTS coordinator on staff with Erin Smith.

Marketing

The RDC website looks good and was decided doesn't need a major overhaul. Traffic on the site is down from last year but we expect that is from the employment process. It was suggested to use more social media such as Linked In for the hiring process. We continue to reach out to our cities and counties through e-blasts as well as press releases. Will continue to meet with at least 5-10 cities annually.

Adjournment

A motion by Kathi Thymian, Rusty Dimberg for adjournment was made at approximately 7:30pm. Meeting ended.

APPROVED BY:

PREPARED BY:

Gary Hendrickx
RDC Chairman

Jackie Sigdahl
RDC Administrative Assistant

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury
Financial Officer

DATE: January 20, 2015

RE: November and December 2014 Check Listing & Treasurer's Report

Attached are the treasurer's reports for November and December 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 are the check listings that list all checks cut for the months of November and December 2014.

ACTION REQUESTED:

For the Commission to approve the attached November and December 2014 Treasurer's Reports and the November and December 2014 Check Listings (check # 18238 through 18275) as presented.

Encl.

November 2014 CHECK LISTING

Checks 18405 To 18454

Check#	Check Date	Vendor Name	Check Amount	Description
18405	11/12/2014	A to Z Letterpress Printing	505.00	Printing - Meander '14
18406	11/12/2014	Advocate Tribune	103.80	Ads - Meander '14
18407	11/12/2014	Appleton Oil Company	266.72	Repairs - Towing/Tire
18408	11/12/2014	Argus Leader	110.00	Ads - Meander '14
18409	11/12/2014	CANBY NEWS	36.00	Ads - Meander '14
18410	11/12/2014	CHIPPEWA COUNTY AUDITOR/TREASURER	546.62	Dental Insurance - November '14
18411	11/12/2014	CITY OF APPLETON	1,016.67	Rent - November '14
18412	11/12/2014	DONS FOOD PRIDE	82.98	Broadband Meeting Exp., TAC Meeting Exp., and RDC Meeting Exp.
18413	11/12/2014	Federated Telephone, Inc	945.00	Spam Filter and Computer Maintenance
18414	11/12/2014	Fergus Falls Newspapers, Inc.	22.05	Ads - Meander '14
18415	11/12/2014	Grant County Review	33.00	Ads - Meander '14
18416	11/12/2014	Minnesota Public Radio	610.00	Ads - Meander '14
18417	11/12/2014	Montevideo Publishing	54.50	Ads - Meander '14
18418	11/12/2014	Morris Sun Tribune	24.00	Ads - Meander '14
18419	11/12/2014	Neva Foster	500.00	Artist Liaison - Meander '14
18420	11/12/2014	Ortonville Independent	36.00	Ads - Meander '14
18421	11/12/2014	Scarcely Ltd. Inc.	1,350.00	2010 Kansas Ave, 501 15th St. South, and 4707 16th St. South - Benson SCDP Request #19
18422	11/12/2014	Sioux City Journal Communications	141.30	Ads - Meander '14
18423	11/12/2014	Swift County Monitor-News	45.00	Ads - Meander 2014
18424	11/12/2014	The Appleton Press	109.10	Ads - Meander '14 (x2), Subscription Renewal (current FY use 9 months), Prepaid (3 months)
18425	11/12/2014	TMRG Broadcasting	105.00	Ads - Meander 2014
18426	11/12/2014	Vivid Image, Inc.	3,000.00	PW Website
18427	11/12/2014	Watertown Public Opinion	82.50	Ads - Meander '14
18428	11/12/2014	WEST CENTRAL TRIBUNE	42.00	Ads - Meander '14
18429	11/12/2014	Xerox Corporation	406.96	October '14 - Copy Charge
18430	11/12/2014	First Bank & Trust	125.00	Nov. 2014 Employer HSA Contribution
18431	11/12/2014	Minnwest Bank Montevideo	875.00	Nov. 2014 Employer HSA Contribution
18436	11/14/2014	DZ Carpentry Inc.	1,725.00	1901 Wisconsin Ave, Benson SCDP Req. # 18
18437	11/20/2014	Adam's Motor Company	22,886.13	2014 Dodge Grand Caravan SE
18438	11/20/2014	Chase Card Services	1,347.70	Dawn's CC - Staff Travel, Postage, & Misc.
			487.55	Arlene's CC - Staff Travel and Supplies
			90.00	Lindsey's CC - Staff Travel and Meeting Exp.
			48.04	Melissa CC - PW Ads Facebook
			291.33	Randy's CC - Training and Staff Travel

			132.44	Emily's CC - Staff Travel and Meeting Exp.
			32.47	Erin's CC - Staff Travel
			116.48	Jacki's CC - Supplies (Jump Drives) and Conference registration for Jakci and Erin
			20.72	Kristi's CC - Staff Travel
			361.46	Agency Auto - Gas
18439	11/20/2014	Dana F. Cole & Company LLP	27.00	Nov. '14 - Flex Fee
18440	11/20/2014	Itineraries Midwest	4,656.00	PW - Visitors Guide
18441	11/20/2014	KERKHOVEN BANNER	48.00	Meander '14 - Ads
18442	11/20/2014	Pemberton, Sorlie, Rufer & Kershner, PLLP	205.00	Audit Letter, Policy Review
18443	11/20/2014	USAble Life	27.50	Dec. '14 - Life Ins./COBRA for KK (10 of 18)
18444	11/20/2014	WESTERN GUARD	38.00	Annual Subscription (5 months is prepaid exp.)
18445	11/25/2014	Association of MN Counties	25.00	District 6 Meeting Registration
18446	11/25/2014	Bangsund Construction Inc.	6,570.00	556 Orchard Street, Orotnvile SCDP Req. #13
18447	11/25/2014	BIG STONE COUNTY AUDITOR/TREASURER	180.00	HR Policy Review (4 hrs.)
18448	11/25/2014	Dawson-Boyd School District ISD378	320.73	SSRTS Incentive Prizes - Reimbursement
18449	11/25/2014	James Lozinski Construction, Inc.	16,376.00	620 Orchard Street - Ortonville SCDP Req #13
18450	11/25/2014	Kontz Construction	18,050.00	414 Pacific Avenue - Ortonville SCDP Req. #13
18451	11/25/2014	PRAIRIE FIVE CAC	1,318.00	Oct. '14 Field Admin - Ortonvile SCDP Req. #13
18452	11/25/2014	S & L General Contracting	18,050.00	716 Center Street- Ortonville SCDP Req. #13
18453	11/25/2014	Scott Thaemlitz	14,115.00	339 Osen Avenue - Ortonville SCDP Req# 13
18454	11/25/2014	Yellow Medicine East Middle/High School	226.45	SSRTS - Mileage Clube Incentive Prizes - Reimbursement
		Total	<u>118,946.20</u>	

Jim Schmedeka, UMVRDC Secretary/Treasurer

Dawn Hegland, Executive Director

Gray highlights are pass-thru expenses

December 2014 CHECK LISTING**Checks 18455 To 18509**

Check#	Check Date	Vendor Name	Check Amount	Description
18455	12/04/2014	Advocate Tribune	122.20	Sr. Acct Ad & Planner Ad - printed x2
18456	12/04/2014	Appleton Hardware Inc.	11.75	Supplies
18457	12/04/2014	CANBY NEWS	99.26	Sr. Acct Ad. & Planner Ad - both printed x2, Noitce
18458	12/04/2014	CHIPPEWA COUNTY AUDITOR/TREASURER	546.62	Dental Insurance - Dec. '14
18459	12/04/2014	CITY OF APPLETON	1,016.67	Dec. '14 - Office Rent
18460	12/04/2014	CULLIGAN WATER CONDITIONING	345.83	July '14 - Dec '14 - Water Cooler Rent and refills
18461	12/04/2014	DAWSON SENTINEL	100.60	Sr. Acct. Ad & Planner Ad - both printed x2
18462	12/04/2014	DONS FOOD PRIDE	108.27	RLF Meeting Exp., General Supplies, RDC Meeting Exp. x2, Blandin Meeting Exp., BHAG Meeting Exp.
18463	12/04/2014	Federated Telephone, Inc	1,650.00	Spam Filter and Computer Maintenance
18464	12/04/2014	Grants Management Systems, Inc.	136.56	GMS Software Maintenance, W2s, 1099s & Shipping Charges
18465	12/04/2014	Grant County Review	88.00	Sr Acct. Ad. & Planner Ad - both printed x2
18466	12/04/2014	Mediacom LLC	265.15	Agency Telephone & PW Phone for Dec '14
18467	12/04/2014	NCPERS Minnesota	16.00	Life Insurance - Dec. '14
18468	12/04/2014	Ortonville Independent	288.00	Sr. Acct Ad and Planner Ad
18469	12/04/2014	Patrick J. Moore	250.00	Press releases for Meander '14
18470	12/04/2014	Ruth Keller	75.00	Office Cleaning - November '14
18471	12/04/2014	South Dakota Magazine	388.00	PW Ads and Meander Ads
18472	12/04/2014	Swift County Monitor-News	163.50	Sr. Acct Ad & Planner Ad - printed x2
18473	12/04/2014	The Appleton Press	100.28	Sr. Acct Ad & Planner - printed x2, Supplies (paper)
18474	12/04/2014	WESTERN GUARD	125.00	Sr. Acct Ad & Planner Ad - printed x2
18475	12/09/2014	Clara City Herald	90.00	Sr. Acct Ad & Planner Ad (2x)
18476	12/09/2014	Independent	184.60	Subscription, Prepaid Subscription
18477	12/09/2014	KERKHOVEN BANNER	80.00	Sr. Acct Ad/Planner (2x)
18478	12/09/2014	LEAGUE OF MN CITIES FINANCE DEP.	600.00	Sr. Accountant Ads and Planner Ads
18479	12/09/2014	PRAIRIE FIVE CAC	1,734.10	August '14 - Admin - Ortonville SCDP
18480	12/09/2014	Xerox Corporation	420.10	Nov. '14 - Copy Charge
18481	12/15/2014	Bourne, Mark L	78.09	Commissioner Payroll
18482	12/15/2014	Buer, Brett T.	82.01	Commissioner Payroll
18483	12/15/2014	Dahlvang, Jim	78.65	Commissioner Payroll
18484	12/15/2014	Johnson, Gary L.	86.49	Commissioner Payroll
18485	12/15/2014	Rau, Warren	60.73	Commissioner Payroll
18486	12/15/2014	Swigerd, Bruce	71.37	Commissioner Payroll
18487	12/11/2014	First Bank & Trust	125.00	Dec. 2014 Employer HSA Contribution
18488	12/11/2014	Minnwest Bank Montevideo	875.00	Dec. 2014 Employer HSA Contribution
18489	12/23/2014	VOID	0.00	
18490	12/23/2014	VOID	0.00	

18491	12/23/2014	VOID	0.00	
18492	12/23/2014	VOID	0.00	
18493	12/23/2014	VOID	0.00	
18494	12/23/2014	VOID	0.00	
18495	12/23/2014	VOID	0.00	
18496	12/23/2014	VOID	0.00	
18497	12/23/2014	VOID	0.00	
18498	12/23/2014	VOID	0.00	
18499	12/23/2014	VOID	0.00	
18500	12/23/2014	Association of MN Counties	350.00	Annual Conference
18501	12/23/2014	Chase Card Services	1,818.38	Dawn's CC - Staff Travel, Postage, Conference, & Equipment
			557.77	Arlene's CC - Onstar, Postage, & Supplies
			165.41	Melissa's CC - Staff Travel & PW Facebook Ads
			622.68	Randy's CC - Staff Training RLF
			48.20	Emily's CC - Staff Travel
			130.91	Erin's CC - Membership & Staff Travel
			37.74	Kristi's CC - Postage
			134.57	Agency Auto - Gas
18502	12/23/2014	Dana F. Cole & Company LLP	11,970.81	FY 2014 - Audit
			27.00	Dec. '14 - Flex Fee
18503	12/23/2014	Minnesota Counties Intergovernmental Trust	7,016.00	Calender Year 2015 - Insurance
18504	12/23/2014	PRAIRIE FIVE CAC	250.00	339 Osen Ave. - Ortonville SCDP Req. 14
			250.00	414 Pacific Avenue - Ortonvile SCDP Req. 14
			2,702.00	Admin for Sept '14, Oct '14, & Nov. '14 - Clara City SCDP Req. 3
			1,506.00	Nov '14 Admin - Ortonville SCDP Req. 14
18505	12/23/2014	Scarcely Ltd. Inc.	450.00	616 4th Street NW - Ortonville SCDP - Req. '14
			450.00	717 Center Street - Ortonville SCDP - Req. 14
			450.00	708 Orchard Street - Ortonville SCDP - Req. 14
			450.00	432 Park Avenue - Ortonville SCDP - Req. 14
18506	12/23/2014	Scott Thaemlitz	3,935.00	339 Osen Avenue - Ortonville SCDP - Req. 14
18507	12/23/2014	SWIFT COUNTY HRA	2,668.00	Oct '14 & Nov '14 Admin - Benson SCDP - Req. 20
18508	12/23/2014	USable Life	27.50	Jan '15 - Life Insurance - Katie Kellner COBRA (11 of 18)
18509	12/23/2014	Vivid Image, Inc.	4,250.00	Byway Website - Contract for Services
		Total	<u>50,730.80</u>	

Gray highlights are pass-thru expenses

December-14					#1b
UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
					Page 2
		FY15	Current	YR-To-DT	
		Budget	December	July-December	
Agency Revenues					
Interest		3,500	108	1,594	
Levy		282,500	107,773	124,459	
- Less HH				-	
Dawson Sidewalk Project		(4,358)		-	
Miscellaneous		-	955	1,758	
Economic Development/EDA				-	
EDA Planning Grant		64,628		32,314	
Revolving Loan Fund Admin		40,000	3,579	16,220	
Technical Assistance				-	
Technical Assistance Potential Contracts		6,865		-	
Dawson EDA Closeout		1,365		1,365	
Appleton Technical Assistance (\$5,000 HH FY		27,000	5,398	7,683	
Broadband Application - Federated		10,000	9,758	11,675	
Safe Routes for Schools Plans		15,000		1,154	
Safe Routes Coordinator		51,000		12,959	
Canby Zoning Update		4,130		-	
Hazard Mitigation Updates (15,000 FY13 HH ir		87,000		30,762	
Montevideo Arts Project		4,770		1,436	
Greater MN Development Strategy		6,250		-	
CERTS		28,400	1,171	10,016	
Upper Sioux Hazard Mitigation (includes \$5,00		42,500		-	
Dawson Sidewalk Project (\$4,357.50 FY15 HH		8,715		-	
Grant Writing				-	
Grant Writing Potential Contracts		5,000		-	
Granite Falls Memorial Park Grant Application			2,500	2,500	
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		2,545	
Ortonville SCDP		15,000		609	
Clara City SCDP New		12,000		4,385	
Transportation				-	
Planning Grant		75,000		37,649	
Scenic Byway (Transp) Planning Grant FY15		15,080		7,540	
Prairie Waters		95,000	1,513	37,747	
Byway Corridor Management Plan		67,790		-	
Art Crawl		46,000	4,750	32,860	
Total Revenue		1,090,136	137,504	379,231	
Pass-Thru Revenue (not included above)			31,251	744,707	

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Randy Larson Jr., Loan Officer

DATE: January 20, 2015

RE: November and December 2014 RLF Treasurer's Reports 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.

November and December Transaction Notes:

- Madison Meats Loan – Default Status
- Bluegrass Proteins – Per our participation agreement with the Southwest Initiative Foundation, Bluegrass Proteins will begin making payments that will be applied to principal and interest starting with its February 2015 payment. The first six months were interest only payments.
- Kay's Processing began payments on their 2nd loan on December 1st, 2014
- West Central Powder Coating, Inc. began payments on December 15th, 2014.

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: \$251,493.81 (*Original RLF*) and \$38,573.21 (*Disaster RLF*).
Encl.

Program Impact Summary

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

Economic Impact Summary as of December 31st, 2014

Number of Loans Closed:	113
Loan Amounts:	\$ 5,947,160.00
Private Dollars Leveraged:	\$ 96,154,842.00
Public Dollars Leveraged:	\$ 18,101,869.00
Owner Equity:	\$ 31,937,490.00
Jobs Created:	1141.5
Jobs Retained:	1584.5
Business Type:	
Start-Up	40
Expansion	46
Retention	27
Total	113
Classification:	
Industrial	54
Commercial	26
Service	33
Total	113

November 2014 RLF TREASURER'S REPORT

1c

	Terms				Notes	Reporting Transactions		
	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)		November Payments	Original RLF Balance at 11/30/2014	Disaster RLF Balance at 11/30/2014
1 Al's Mercantile	50,000		5%	10		531.33	33,708.06	
2 Appleton Hardware Inc	50,000		4%	12		684.44	13,327.55	
3 Appleton Meat Center	30,000		4%	10		318.22	18,107.74	
4 Appleton Power Equipment	25,000		4%	10	Pd 2x in Oct '14	-	15,203.39	
5 Barr's/Conroy Electric, Inc.	46,000		4%	10		466.73	35,360.57	
6 Bluegrass Proteins, Inc.	100,000	100,000	4%	5	Interest Only	679.45	100,000.00	100,000.00
7 Books by Kelly	20,000		5%	5		121.69	11,771.00	
8 C&L Loan #2	57,500		2.90%	10		553.57	52,769.74	
9 C.C. Diamond Products, LLC	100,000		4%	10		1,013.45	78,887.53	
10 Clarkfield Family Foods	28,000		4%	10		284.49	15,279.25	
11 Clarkfield Hardware Hank	40,000		4%	7		547.75	1,569.38	
12 Friendship Cafe	10,000		4%	10	PMTs Current	102.25	5,444.15	
13 Granite Falls Dairy Queen, Inc	100,000		4%	10		1,013.45	78,718.41	
14 Handeland Chiropractic, LLC	33,000		5%	10		350.02	22,734.32	
15 i Fit	5,000		4%	7		2,231.84	-	
16 Jack Anderson (GoldLeaf Fin.)	100,000		2.90%	5		1,793.43	68,262.23	
17 Jager building Supply, LLC	62,000		4%	10		628.72	48,887.40	
18 J C & Sons Hardware Inc	70,000		4%	10		709.72	40,816.14	
19 Kaercher Publications, Inc.	65,520		4.50%	10		680.04	52,507.30	
20 Kay's Processing, LLC	100,000		2.90%	5		1,793.43	68,544.85	
21 Kay's Processing/Naturals Loan 2		100000	5.00%	5	1st PMT 12/1/14			100,000.00
22 Lamecker's General Store	25,000		4.00%	5		461.41	22,825.27	
23 Madison Meats	37,200		4%	5	Business Closed		8,160.21	
24 Merritt Construction, Inc.	10,000		4.50%	12		104.64	8,124.34	
25 Northern Geo, LLC	50,000	100,000	4%	10		1,518.68	47,862.31	95,724.62
26 Northern Grain		100,000	2.90%	5		1,793.43		75,069.33
27 Ortonville Hardware Hank	66,000		4%	7		905.12	7,121.85	
28 Porter Elevator	75,000		4%	12		760.34	53,914.66	
29 Private Industry Council	50,000		4%	9.6		396.39	22,605.48	
30 R&R Outdoors	11,000		4%	10		112.37	9,962.57	
31 SEWearables	33,000		4.50%	7		361.04	19,630.43	
32 SpecSys Inc.	50,000		4%	10		507.23	27,194.19	
33 Swift Falls Bar & Grill	22,500		4%	10		228.80	12,222.58	
34 The Corner Stop	30,000		5%	10		318.19	5,756.07	
35 The Sawmill	50,000		4%	10		203.81	30,398.26	
36 West Central Powder Coating, Inc.		100000	4%	15	1st PMT 12/15/14			100,000.00
	1,601,720	500,000				\$ 22,175.47	\$ 1,037,677.23	\$ 470,793.95

Balance of Bank Accounts			
Total Original RLF Funds:	1,275,134.93	Total Disaster RLF Funds:	504,161.60
Previous month's bank balance	222,697.99	Previous month's Bank Balance	33,083.18
Loan Repayment	19,009.86	Loan Repayment	3,145.61
Loan Disbursement	-	Loan Disbursement	-
November '14 - Bank Interest	29.05	November '14 Bank Interest	4.18
Admin Transfer - Sept '14 & Oct '14	(4,299.20)	Admin Transfer - Sept. '14 & Oct. '14	(2,865.32)
Origination or Loan Payoff Fees	20.00	Origination Fee or Loan Payoff Fees -	
Bank Account Balance at 11/30/2014	237,457.70	Bank Account Balance 11/30/2014	33,367.65
Committed -	-	Committed -	-
Balance available for lending	\$ 237,457.70	Balance available for lending	\$ 33,367.65
Payoffs Anticipated in 2014			

Approval Signatures

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

December 2014 RLF TREASURER'S REPORT

1c

	Terms				Reporting Transactions			
	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Notes	December Payments	Original RLF Balance at 12/31/2014	Disaster RLF Balance at 12/31/2014
1 Al's Mercantile	50,000		5%	10		531.33	33,307.02	
2 Appleton Hardware Inc	50,000		4%	12		684.44	12,685.57	
3 Appleton Meat Center	30,000		4%	10		319.22	17,842.84	
4 Appleton Power Equipment	25,000		4%	10		253.11	15,001.93	
5 Barr's/Conroy Electric, Inc.	46,000		4%	10		466.73	35,003.34	
6 Bluegrass Proteins, Inc.	100,000	100,000	4%	5	Interest Only	657.53	100,000.00	100,000.00
7 Books by Kelly	20,000		5%	5		121.69	11,696.09	
8 C&L Loan #2	57,500		2.90%	10		553.57	52,334.56	
9 C.C. Diamond Products, LLC	100,000		4%	10		1,013.45	78,117.15	
10 Clarkfield Family Foods	28,000		4%	10		284.49	15,043.30	
11 Clarkfield Hardware Hank	40,000		4%	7		547.75	1,027.16	
12 Friendship Cafe	10,000		4%	10		102.25	5,356.62	
13 Granite Falls Dairy Queen, Inc	100,000		4%	10		1,013.45	77,947.51	
14 Handeland Chiropractic, LLC	33,000		5%	10		350.02	22,471.50	
15 Jack Anderson (GoldLeaf Fin.)	100,000		2.90%	5		1,793.43	66,634.77	
16 Jager building Supply, LLC	62,000		4%	10		628.72	48,409.69	
17 J C & Sons Hardware Inc	70,000		4%	10		709.72	40,232.66	
18 Kaercher Publications, Inc.	65,520		4.50%	10		680.04	52,009.52	
19 Kay's Processing, LLC	100,000		2.90%	5		1,793.43	66,904.91	
20 Kay's Processing/Naturals Loan 2		100000	5.00%	5	1st PMT 12/1/14	1,887.12		98,578.63
21 Lamecker's General Store	25,000		4.00%	5		461.41	22,434.90	
22 Madison Meats	37,200		4%	5	Business Closed		8,160.21	
23 Merritt Construction, Inc.	10,000		4.50%	12		104.64	8,051.17	
24 Northern Geo, LLC	50,000	100,000	4%	10		1,518.68	47,518.68	95,037.37
25 Northern Grain		100,000	2.90%	5		1,793.43		73,443.90
26 Ortonville Hardware Hank	66,000		4%	7		905.12	6,239.89	
27 Porter Elevator	75,000		4%	12		760.34	53,320.76	
28 Private Industry Council	50,000		4%	9.6		396.39	22,280.42	
29 R&R Outdoors	11,000		4%	10		112.37	9,881.77	
30 SEWearables	33,000		4.50%	7		361.04	19,337.16	
31 SpecSys Inc.	50,000		4%	10		507.23	26,772.56	
32 Swift Falls Bar & Grill	22,500		4%	10		228.80	12,034.96	
33 The Corner Stop	30,000		5%	10		318.19	5,460.26	
34 The Sawmill	50,000		4%	10		203.81	30,290.02	
35 West Central Powder Coating, Inc.		100000	4%	15	1st PMT 12/15/14	740.69		99,775.38
	1,596,720	500,000				\$ 22,803.63	\$ 1,023,808.90	\$ 466,835.28

Balance of Bank Accounts			
Total Original RLF Funds:	1,275,302.71		Total Disaster RLF Funds: 505,408.49
Previous month's bank balance	237,457.70	Previous month's Bank Balance	33,367.65
Loan Repayment	17,041.17	Loan Repayment	5,762.46
Loan Disbursement	-	Loan Disbursement	-
December '14 - Bank Interest	32.12	December '14 Bank Interest	4.76
Admin Transfer - Dec. '14	(3,037.18)	Admin Transfer - Dec. '14	(561.66)
Origination or Loan Payoff Fees		Origination Fee or Loan Payoff Fees -	
Bank Account Balance at 12/31/2014	251,493.81	Bank Account Balance 12/31/2014	38,573.21
Committed -	-	Committed -	-
Balance available for lending	\$ 251,493.81	Balance available for lending	\$ 38,573.21
Payoffs Anticipated in 2014			

Approval Signatures

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Emily Zandt, Planner
DATE: January 20, 2015
RE: SRTS Mini-Grant Application and Resolution

The UMRDC has submitted a Safe Routes to School Mini-Grant Regional Partner Application, which was due January 9th, 2015. Five schools from our region have applied for this Mini-Grant and MnDOT requested regional partners to help administer the funds. If awarded, these funds will be used for Safe Routes to School implementation activities such as bike rodeos and safety patrol training. There is no local match for this grant. This grant will require a resolution for the contract with MnDOT by mid-February if the UMRDC is awarded the funds for our region.

ACTION REQUESTED:

Authorization, via the signing of the following resolution, by the UMRDC Board of Commissioners to enter into a contract with MnDOT should the Safe Routes to School Mini-Grant funds be awarded. It is also requested that the Board authorizes the Executive Director to sign additional contract documents.

Encl.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

**RESOLUTION for Grant Contract Agreement with MN DOT for
SRTS Mini-Grant Administration
#15-07**

WHEREAS, the UMRDC is the designated regional transportation agency for Region 6W; and

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program assists schools and communities by making it safer for children to walk and bike to school; and

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program solicits applications to enable schools and communities to implement safe routes to school activities; and

WHEREAS, the Upper Minnesota Valley Regional Development Commission (UMVRDC) was awarded funds to administer grants to local communities to develop Safe Routes to School programs that increase safety and encourage more children to walk and bicycle to school; and

WHEREAS, No local match funding is required; and

WHEREAS, grant administration will begin after February 1st, 2015 and continue through June 2015;

THEREFORE, BE IT RESOLVED, that the UMRDC Board of Commissioners authorizes the Planners to enter into an agreement with the Minnesota Department of Transportation to complete Safe Routes to School mini-grant administration; and

BE IT FURTHER RESOLVED, that the planners are hereby authorized to execute such agreement and any amendments, which will be signed by the Executive Director.

Adopted this _____ day of _____ (month and year)

ATTEST:

ATTEST:

Chairperson, UMRDC

Secretary/Treasurer, UMRDC

ACTION MEMO

TO: UMVRDC Commissioners
FROM: Jacki Anderson, Senior Planner
DATE: January 20, 2015
RE: Ortonville Zoning Update

UMVRDC staff has provided the City of Ortonville with a proposal for a comprehensive zoning update that strategically reviews their current ordinances and implements a public participation and feedback process that will guide the appointed committee in making recommendations and changes to their zoning ordinance.

The estimated cost of this project is \$15,245 while the process is anticipated to take 9-12 months.

The City of Ortonville approved the proposal at their January 5th council meeting. A contract has been developed based on the proposal and is included with this memo for your review.

ACTION REQUESTED:

Authorize the Executive Directors signature on the contract with the City of Ortonville for technical assistance with a comprehensive zoning update.

CONTRACT FOR PROFESSIONAL SERVICES BETWEEN
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION and the
CITY of ORTONVILLE
FY15-010

This Contract for Services, made this twentieth day of January, is between the **CITY OF ORTONVILLE, MINNESOTA**, hereinafter referred to as the **CITY**, and the **UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION**, hereinafter referred to as the **UMVRDC**. The purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMVRDC.

SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to update the CITY's Zoning Ordinances using the following process;

1. Research, Analysis and Coordination
 - a. Coordinate with relevant state, county and local agencies and sources for consistency in the zoning code update.
 - b. Coordinate and facilitate discussion regarding changes to zoning districts and descriptions of those districts.
 - c. Review existing zoning ordinances of other cities to provide Ortonville with example language and substance for zoning code updates.
 - d. Research zoning ordinances to present to the Committee. Areas that have been discussed and should be addressed through this process include:
 1. Eliminate redundancy and contradictions;
 2. Review all zoning districts for updates and changes;
 3. Clearly define terms such as abandoned, vacant, and blighted;
 4. Address issue of residential lots being too small to rebuild according to current zoning code;
 5. Define process for residential property owners to split an available lot between homes, while addressing concerns of property owners splitting more than one lot (buying up too much land);
 6. Define a maximum residential lot size;
 7. Research and discuss best practices for addressing property owner accountability of vacant or blighted homes (i.e. annual fee);
 8. Address the issue of historical homes being purchased and moved out of town;
 9. Research the most sustainable and economic residential building materials and encourage their use through ordinances;
 10. Address appropriate ordinance enforcement.
 - e. Find a sample zoning ordinance document that the Committee would like to use as a reference through the update process.
2. Plan Development
 - a. Recommend and present to the Committee the proposed ordinance updates and additions.

- b. Organize the draft ordinance in a clear and concise manner for presentation to the Committee.
 - c. Make all requested and required revisions
 - All comments from the Committee shall be documented
 - Prepare and track revisions to draft documents
3. Meetings: UMVRDC staff will help to facilitate ten meetings with City staff and/or the committee, as seen below. These meetings can be scheduled as the City sees fit.

[1] Data Planning Meeting

Meet with city staff to review general updates and additions to the zoning ordinances; Select a template to model for Ortonville's zoning ordinance update; discuss changes that need to be made to the zoning districts and their descriptions; and discuss timeline and scheduling future meetings with the Committee to provide input throughout the update process.

[1] Pubic Participation Planning Meeting

Discuss public participation process and identify opportunities to engage the community in the update process: identify priorities to share with the public, develop a timeline of events, and determine a process for receiving feedback.

[4] Zoning Ordinance Section Update Meetings

Meet with city staff and committee to discuss updates to the general zoning ordinance document and to cover changes needed to the [1] Residential Zoning Districts, [2] Commercial and Industrial Zoning Districts and their descriptions, [3] Signs, Building Regulations, Subdivisions, [4] Shoreland Management, Flood Hazard Prevention, and Airport Hazard Areas.

[2] Public Engagement/Feedback Meetings

A total of 2 meetings are allotted for public engagement meetings/activities/presentations. These can be held when the City deems them most appropriate/effective (possibly between section updates).

[1] Final Review Meeting

Meet with city staff and committee to review all changes to the zoning ordinance document and address any outstanding issues.

[1] Pubic Hearing Meeting

In conjunction with city staff and the Committee, host a public hearing for the public to comment on the updated draft Ortonville Zoning Ordinance.

Deliverables

- a. The UMRDC shall be responsible for supplying the Committee with ordinance modifications, additions and recommendations prior to meeting to discuss ordinance updates to allow the Committee to review, comment and ask questions prior to the meeting. Documents will be emailed to Committee members and City staff.
- b. Final documentation of the zoning ordinances. The updated zoning ordinances will be provided in the form of one printed and bound copy as well as an electronic pdf file.
- c. A sample adopting resolution will be provided for consideration.

SECTION II. CITY RESPONSIBILITIES

This project requires significant involvement by city personnel. Ultimately, success is highly dependent upon city personnel effort. To help achieve a smooth and successful process, it will be the city's responsibility to:

1. Provide the existing Zoning Ordinance in a Word document
2. Identify a Committee to participate in the process of updating the Zoning Code—this may be your current planning commission, but it may also differ slightly if you wish;
3. Provide feedback in the time requested by UMRDC staff;
4. Provide specific information needed to successfully complete UMRDC services;
5. Schedule and hold any necessary city council, planning commission meetings or public meetings/hearings as necessary and assure that all publication and notification requirements are met;
6. Pay for all public meeting and hearing publications and notifications;
7. At a minimum, have the city attorney review, evaluate and provide updates to all aspects of the ordinances for consistency with federal, state and local law. However, it may be helpful to have the city attorney attend the meetings throughout the update process or review each draft of the document;
8. Provide all zoning maps identified and to be incorporated into the document.

Legal Disclaimer: to ensure your zoning ordinances comply with federal, state and local laws, we use several credible sources for sample ordinances and materials including, but not limited to the League of Minnesota Cities, the Minnesota State Code and the American Legal Publishing Corporation. However, we cannot give legal counsel, nor can we verify the legality of the ordinances. It is the city's responsibility to have legal counsel review the draft ordinance for compliance.

SECTION III. CONTRACT PERIOD

A. This Contract is effective from January 20th, 2015 through December 31st, 2015.

B. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The total cost for this project is estimated to be \$15,245; however the CITY will be billed actual hours at the UMVRDC's hourly rate of \$65 per hour plus materials including but not limited to printing, postage, mileage;
- B. Payment to the UMVRDC will be paid by the CITY in thirds as follows: 1. \$5,000 upon the signing of this contract; Invoices will be sent after June 30 and Dec 31 that will include the actual hours at the UMVRDC's hourly rate of \$65 per hour and the materials including but not limited to printing, postage, mileage;
- C. The UMVRDC will provide a mid-progress report on project costs to date as of July 1st, 2015 to show what progress has been made on the project, how much is left to do and how much of the budget remains;
- D. The UMVRDC will provide the CITY with an invoice indicating services provided and the total amount due for each of the time periods described above.

SECTION V. GENERAL PROVISIONS

- A. Changes in UMVRDC Services In the event the CITY requests additional service from that described in Section I, or other project partners change the requirements for the project UMVRDC staff will contact the CITY prior to moving forward to discuss the change in scope. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.
- B. Liability The CITY 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 CITY upon fourteen (14) days prior written notice.
- In the event of termination, the CITY 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 identified by either party as unenforceable under any law or regulation shall be considered stricken, but all remaining provisions shall continue to be valid and binding upon the UMVRDC and CITY. The Contract shall be revised to replace such stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

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

UMVRDC

Title: Executive Director

Date: _____

Authorized City Representative

Title: _____

Date: _____

Attest: _____

Title: _____

Date: _____

INFORMATION MEMO

TO: UMRDC Commissioners

FROM: Kristi Fernholz, Arlene Tilbury, Melissa Carruth, Randy Larson, Emily Zandt, Erin Smith and Jacki Anderson

DATE: January 20, 2015

RE: **Planner Update**

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

Contracts:**Canby Zoning Ordinance Update – Erin and Jacki**

Initial updates have been completed. We are working with the Canby to get a meeting set up to review the commercial, industrial and overlay districts. The contract has been extended through July of 2015. We expect the project to be completed well before that deadline.

Appleton Technical Assistance – Jacki and Erin

The Small Cities Development Program (SCDP) applications came back as “competitive” and have been invited to submit a full application by February 28th. Additionally staff is working with the City on zoning district change and land-use map update.

Montevideo Arts Project (MAP) – Kristi

With assistance from the UMRDC, MAP submitted a project grant to create a public art mural on mainstreet.

Milan Housing – Kristi

The December meeting was postponed to a TBD January date.

Dawson Sidewalk Plan – Jacki and Emily

The second Dawson Sidewalk Plan meeting is scheduled for the end of January. After feedback from the committee at their first meeting, Jacki and Emily are analyzing routes, updating maps, and preparing for the committee to prioritize routes and finance mechanisms. A draft plan will be ready for the committee to review prior to a joint council/committee meeting in early March.

Federated Broadband Contract – Jacki and Erin

Jacki and Erin submitted applications for Swift and Big Stone County. Waiting continues for funding announcements, it is unknown when final decisions will be made. Staff have identified another potential grant opportunity for these projects and will explore the opportunity of these grants and another potential contract with Federated.

Bellingham City Website Update – Emily and Kristi

Emily has been working to complete the updates to the site.

Memorial Park Master Plan – Erin and Kristi

The Memorial Park Master Plan is in the researching and drafting stages. Erin and Kristi will be setting up the first meeting with the advisory committee in the next few weeks to present a first draft of the plan.

Program Updates:

Meander – Kristi

The steering committee is working on the 2015 Meander.

Revolving Loan Fund – Randy

As of December 31st, about \$290,067.02 is available for lending. I have been working with the Madison Meats loan, which is now in default status. I have discussed the situation and options with the attorney. Activity in regards to Inquiries/potential new RLF loans has been quiet.

Minnesota River Valley National Scenic Byway (MRVSB) - Kristi

The new byway website is live! www.mnrivervalley.com . Work has been done on their corridor management plan and marketing plan.

Prairie Waters Regional Tourism – Melissa and Kristi

The new Prairie Waters website went live December 11th. www.prairiewaters.com

Ad sales have begun for the 2015-2016 Prairie Waters Visitors guide. The deadline to reserve space in the guide is February 15th.

Melissa is busy creating the 2015 advertising schedule. Ads that have been placed so far include the following: Midwest Living, Have Fun Biking Guide, Field Trip Library, and Bird Watchers Digest.

Both Melissa and Kristi will be attending the Explore Minnesota Tourism Conference in St. Paul in February.

Safe Routes to School –Emily and Erin

The Montevideo and Clarkfield Safe Routes to School plans are coming to a close. Both teams were able to meet in December to hold their final planning meeting. Emily is working to provide a final draft of both plans to the schools by the end of January. We are also working with schools from around the region to apply for Mini-Grants from MnDOT for SRTS implementation.

Hazard Mitigation – Emily and Kristi

The third round of task force meetings have been completed for Chippewa, Big Stone and Yellow Medicine Counties. Once the first drafts of the plans are complete, all three task forces will meet to review their respective plan. Emily is continuing to work with the cities to obtain community specific information for further analysis.

Kristi met with the Upper Sioux Community on January 13th to begin the planning process for their Hazard Mitigation update.

Transportation

The Transportation Alternatives Program (TAP) letter of interest forms are now out and solicitation for this program has begun. Lindsey has been working with several communities in the region to develop applications. Chippewa County is planning to submit an application to

help fund the upgrades to curb ramps to make them ADA accessible throughout the county. The City of Montevideo is planning to submit an application to construct a section of sidewalk that goes over the RR tracks downtown (currently the sidewalk just ends for that small section). And the City of Canby is considering TAP funds to reconstruct the trail in their city.

Greater Minnesota Regional Parks and Trails Commission

The Greater Minnesota Regional Parks and Trails Commission have received many park and trail applications to determine eligibility for Legacy funds. They are currently reviewing the applications for eligibility and the applicants will be notified in a few months. The City of Granite Falls submitted an application for eligibility for Memorial Park and Yellow Medicine County submitted an application for eligibility for Timm Park.

Clean Energy Resource Teams (CERTs) – Erin

The CERTs regional coordinators and staff in St. Paul are busy planning the bi annual CERTs conference which is held in St. Cloud in March. The conference is March 10-11th and has focuses on community driven clean energy. The conference will be a great place to start thinking about projects in the region and how we can partner with local units of government to make a large impact. Erin has also been working with business owners who could potentially be awarded grant funding through the Rural Energy for America Program or REAP. There is also a Community Solar forum being planned for the region for local power utilities to meet and discuss options for solar projects.

Davis Bacon for the Granite Falls Pedestrian Bridge- Erin

Erin is monitoring the labor standards for the pedestrian bridge rehabilitation in Granite Falls. Wages and timesheets will be reviewed and on-site interviews at the project will be completed.

Davis Bacon for Ortonville Small Cities- Erin

Erin is has been working to obtain all labor standards information from the contractor's from the Ortonville projects. They are expected to begin work Spring 2015.

Blandin Broadband – Erin and Jacki

The RDC has hosted three meetings to discuss what the future of broadband in the region looks like. The RDC will be completing a grant to the Blandin Foundation on behalf of the five counties in hopes of having a feasibility study completed. Erin will be attending the Blandin Kick off Conference in Willmar on the 21st and 22nd.

Contract development/Proposals:

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

- Volstead House (Davis Bacon) – Arlene
- Zoning Ordinance Update for Ortonville – proposal was approved January 5th!
- Planners have been work with the counties on Invasive Species Planning conversation to see if the counties want to work together on strategies and planning.

Contracts active in FY14/15

Dawson EDA Grant
Granite Falls EDA Grant
Big Stone HM
Chippewa HM
Yellow Medicine HM

Anticipated Completion

Project in process of termination
March 2016
April 2016
April 2016
April 2016

Upper Sioux HM	July 2015
Canby Zoning Ordinance Update	December 2014
Safe Routes to School Plans 2 (MnDOT)	December 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
Granite Falls Memorial Park Master Plan	August 2015
University of MN, Extension (CERTs)	June 2015/Ongoing

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMRDC Commissioners
FROM: Dawn Hegland
DATE: January 20, 2015
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 and edited policies with Arlene, after consulting Big Stone County HR staff and meeting with other RDCs 5 & 9.
- Engaged peers in the annual performance review process for staff and completed employee reviews.
- Met with other RDC Directors and Economic Development staff for quarterly meeting and to work on the Greater MN Development Strategy project and to hear about housing programs and needs from MN Housing Finance and the SW MN Housing Partnership.
- Attended the U of M Tourism Center Advisory Committee board meeting.
- Attended the Association of MN Counties Conference.
- Investigated Aquatic Invasive Species plans counties are required to develop. Asked Kristi to follow up in region with the planning.
- Jacki and I met with City of Appleton and Appleton Library on some planning and funding opportunities for a library expansion and some other priority needs (housing, zoning, and economic development expansions) under our technical assistance contract with the City.
- Jacki and I met with new legislator Tim Miller and reviewed RDC history and issues and opportunities. Sent packets to new elected officials.
- Worked with Erin on convening a regional group interested in conducting a regional public sector fiber ring feasibility study in conjunction with our Blandin Broadband Community Alumni Grant.
- Met with regional group looking at developing Creating Entrepreneurial Opportunities (CEO) program between youth and their high schools and employers.
<http://www.midlandinstitute.com/what-is-ceo>
- Following up on transportation related work in Lindsey's absence primarily this month it was the Transportation Alternatives Program (TAP) applications.
- **Staffing:**
 - Worked on employer references, background check and other details relating to new transportation planner Barrett Voigt.
 - Reviewed ideas and comments from Springsted and Employment Plus. Changed title on Sr Accountant to Asst Finance Director- reposted on website and a few other places. No new applications. Met with Employment Plus to consider having them do search for us. If we select someone it will be 12.5% of annual salary fee. Will be discussing with Personnel Committee.
- Took time off during the holiday to spend time with my family.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMVRDC Commissioners
FROM: Arlene Tilbury, Finance Director
DATE: January 20, 2015
RE: 2015 Mileage

The Internal Revenue Service issued the 2015 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business. Beginning on Jan. 1, 2015, the standard mileage rates for the use of a car will be .575 cents per mile.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMVRDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 20, 2015
RE: Conflict of Interest

The annual Conflict of Interest Disclosure Statements are available and need to be completed by each board member for the 2015 year.

INFORMATIONAL ONLY- No Action requested

INFORMATIONAL MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: January 20, 2015

RE: New Transportation Planner

Barrett Voigt has accepted the transportation planner position and will begin employment with the UMVRDC on Monday, February 2, 2015. Both the background and credit check have been successfully completed. Introductions will be made during the February meeting.

INFORMATION ONLY

No action required

ACTION MEMO

TO: RLF Loan Advisory Board
FROM: Randy Larson Jr.
DATE: January 20th, 2015
RE: Loan Advisory Board

Loan Action – Madison Meats:

On January 12th, 2015, the RLF Advisory Board met to discuss the Madison Meats loan. The loan is now in default. Letters of delinquency and default have been sent. I have been in contact with the borrower. There was no agreement on a lower repayment. Legal counsel has been sought to determine the RLF's next steps. I have been advised that it would be in our best interest to obtain the RDC board's approval to foreclose on the Madison Meats loan if the need should arise and if the RDC still has the ability to act.

RLF Plan Certifications:

EDA requires semi-annual approvals of the RLF plan. We try to coordinate this with the semi-annual reporting periods in September and March; reports are due one month after the reporting period ends.

The first resolution is for the existing RLF Plan for the \$1.2 million we currently have revolving. There have been no changes since the last plan approval in September 2014.

The second resolution is for the new 2011 Disaster Response RLF Plan which was established to guide the administration and disbursement of \$500,000 in new RLF funds. There have been no changes to this plan since its last approval in September 2014.

The Loan Advisory Board will review the RLF plans again towards the end of the calendar year or at any time EDA makes recommended changes. Any recommendations that come out of either review process will be presented to the UMRDC for action and final submission to EDA.

Both RLF plans can be found on the UMRDC's website at: www.umvrdc.org

ACTION REQUESTED:

-For the board to grant approval to the UMRDC staff to foreclose on the Madison Meats loan should the need for it arises and if the UMRDC has the ability to act.

-For the board to approve and authorize the Chairman and Executive Director's signature on the RLF Plan Certification Resolutions.

Encl.

RESOLUTION

Certification of the Upper Minnesota Valley Revolving Loan Fund Plan
#15-05

WHEREAS, the Upper Minnesota Valley Revolving Loan Fund (RLF) is committed to long-term gap financing assistance to businesses in Region 6W; and

WHEREAS, the establishment of long-term employment opportunities for residents in the region is high priority; and

WHEREAS, input for creating the RLF Plan was solicited from each Region 6W county through a RLF Advisory Board membership, Upper Minnesota Valley Regional Development Commission and members of the Region 6W Comprehensive Economic Development Strategy (CEDS) Committee in order to ensure broad geographic representation; and

WHEREAS, the UMRDC has reviewed the RLF's performance for the preceding year and the RLF Plan; and

WHEREAS, the RLF Plan is consistent with and supportive of Region 6W's CEDS; and

THEREFORE, BE IT RESOLVED, that the Upper Minnesota Valley Regional Development Commission certifies and endorses the Upper Minnesota Valley RLF Plan as prepared and is committed to supporting the goals and objectives found within.

Chairman (UMVRDC)

Date

ATTEST:

Executive Director (UMVRDC)

Date

RESOLUTION

Certification of the Upper Minnesota Valley 2011 Disaster Response
Revolving Loan Fund Plan
#15-06

WHEREAS, the Upper Minnesota Valley 2011 Disaster Response Revolving Loan Fund (RLF) is committed to long-term gap financing assistance to new and expanding businesses in Region 6W

WHEREAS, the priority of this RLF is assisting businesses, industries and individuals affected by natural disasters especially those impacted by storms and flooding in the spring of 2011; and

WHEREAS, the establishment of long-term employment opportunities for residents in the region is high priority; and

WHEREAS, input for creating the 2011 Disaster Response RLF Plan was solicited from each Region 6W county through a RLF Advisory Board membership, the Upper Minnesota Valley Regional Development Commission and members of the Region 6W Comprehensive Economic Development Strategy (CEDS) Committee in order to ensure broad geographic representation; and

WHEREAS, the UMRDC has reviewed the RLF's performance for the preceding year and the RLF Plan; and

WHEREAS, the RLF Plan is consistent with and supportive of Region 6W's CEDS; and

THEREFORE, BE IT RESOLVED, that the Upper Minnesota Valley Regional Development Commission certifies and endorses the Upper Minnesota Valley 2011 Disaster Response Revolving Loan Fund Plan as prepared and is committed to supporting the goals and objectives found within.

Chairman (UMVRDC)

Date

ATTEST:

Executive Director (UMVRDC)

Date

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: January 20, 2015
RE: Personnel Committee Recommendations

The Personnel Committee will be meeting on January 14 at the UMRDC office to discuss staff reviews, cost of living and policy updates. Recommendations will be included as a hand out at the January 20th Commission meeting.

ACTION REQUESTED:

Recommendations will be made at the January 20th Commission meeting.

DH

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: RDC Staff

DATE: January 20, 2015

RE: Center for Small Towns Intern Recap

The RDC had two interns from the University of Minnesota Morris fall semester working on portfolio development of parks and swimming pools and dilapidated housing ordinances. For the swimming pools and parks, the interns focused on funding sources as well as the process the local units of government completed for their projects. One intern will continue to work on the project spring semester focusing on dilapidated housing ordinances and a presentation will be made in the spring with the findings. The parks and pools case studies will be briefly presented January 20th.

INFORMATIONAL ONLY- No Action requested

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Erin Smith

DATE: January 20, 2015

RE: Introduction to CERTs

Erin Smith will be giving an introductory presentation on the Clean Energy Resource Team (CERTs) and her role as the West Central Coordinator. Current campaigns and projects will be discussed as well as the upcoming CERTs conference which will take place in St. Cloud on March 10th and 11th.

INFORMATIONAL ONLY- No Action requested