



BOARD MEETING AGENDA
May 26, 2015 - 6:30 PM

Introductions

Approve Agenda/Additions

1. **Consent Agenda Items**
 - a. Minutes from April 2015
 - b. April 2015 Treasurer's Report and List of Bills
 - c. RLF Treasurer's Report
 - d. Volstead House
 - e. Economic Development Conference
 - f. Montevideo Arts Project Technical Assistance Contract
 - g. Granite Falls Memorial Park Amendment

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: None

Citizen Comments:

Round Robin: Please share any recent actions, discussions or issues from your council or board

2. **Information Items**
 - a. Planner Update
 - b. Executive Director Update
3. **Action Items**
 - a. Loan Advisory Board
4. **Discussion Items**
 - a. Board of Director's Budget Meeting Recap

Adjourn

Next Meeting Date: Tuesday, June 23, 2015 (BHAGs at 5pm)

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission
Appleton Civic Center - Appleton, MN – April 28, 2015

Board Members Present: Bruce Swigerd, Rusty Dimberg, Gary Hendrickx, Warren Rau, Gary Johnson, Vicki Oakes, Jeff Olson, Justin Bentaas, Scott Peterson, Debra Lee Fader, Graylen Carlson, Jim Dahlvang, Juanita Lauritsen, Scott Rixe

Board Members Absent: Jim Schmaedeka, Brett Buer, Mike Fugleberg, Brent Olson, Mark Bourne, Kathi Thymian, Gene Stengel

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

Guests: Carol Dombek, Private Industry Council
Charlie Diamond, Intern with Center for Small Towns

Call to Order

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

Approve Agenda/Additions

M/S/P – Juanita Lauritsen, Warren Rau made motion to approve the agenda with the addition of 2d. CEDs Annual Update and 3a. Regional Broadband Feasibility Study.

1. Consent Agenda Items

- a. Minutes from March 2015
- b. March 2015 Treasurer's Report and List of Bills
- c. RLF Treasurer's Report
- d. Safe Routes To School Resolution Amendment
- e. Assistant Finance Director Job Description

M/S/P – Rusty Dimberg, Bruce Swigerd made motion to accept and approve the Consent Agenda Items as follows: approval of minutes from the March meeting; approval of the March Treasurer's Report showing current expenses \$73,967 & current revenue \$54,584 along with the check listings 18567-18602 as presented; approval of the lending balances on the RLF Treasurer's Report \$279,816.44-original/\$50,516.26-disaster; approval to amend Resolution 13-11 SRTS Non-Infrastructure Implementation Resolution allowing the Executive Director and Chairperson to execute any amendments; approval of the revised education requirements for the Assistant Finance Director position to allow for a 2 year degree and 7 years' experience or a 4 year degree and 5 years' experience.

ROUND ROBIN DISCUSSION:

- *Gary Hendrickx, Swift County:* ATVs have been approved on all county roads. Housing inspection on tax forfeiture for assessment will be done on May 7th. Conditional use for shooting range-1000 ft range. Saved \$300,000+ going to self-funded insurance so far, 19% of claims have been paid this year.
- *Brent, Big Stone County:* absent.
- *Gary Johnson, Yellow Medicine County:* Six county burials so far this year-\$3500/cost. Partnering with Chippewa County to deal with vulnerable adults. Bids open for

courthouse on Thursday. Have spent \$35,000 for disposal fees-\$90,000 including staff time. Restorative justice circles all full. Tax forfeited property for \$40,000 valued at \$125,000. Milan bridge issue discussed.

- *Rusty, Big Stone County Townships*: Thank you to the RDC staff for presenting at the township meeting. 37th annual Milltones show coming up in Milbank.
- *Brett, Dawson/Boyd Schools*: absent.
- *James, Chippewa County Townships*: absent.
- *Jim, Chippewa County*: NACO news about the mentally ill and jail time – costly concern. Meth is at its peak again.
- *Bruce, Prairie Five CAC, Inc.*: Discussed funding on bus/mini-van scenarios.
- *Mark, LqP County Townships*: absent.
- *Jeff, LqP County Municipalities*: Worked with county to demolish 3 houses in Dawson.
- *Scott P., YM County Municipalities*: passed.
- *Juanita, Workforce Council*: passed.
- *Warren, Swift County Townships*: passed.
- *Debra Lee, Chippewa County Municipalities*: Recently attended the Mayor's State Association-made several connections. Schwitters purchased Parkview Ford. Camp Release trail information from Tom Landwehr.
- *Justin, Granite Falls EDA*: passed.
- *Graylen, LqP County*: Sam Muntean, new County Engineer starts May 1st. US Fish & Wildlife acquiring land - \$.20/\$1.00 for tax valuation.
- *Vicki, Ortonville EDA*: passed.
- *Scott R., Big Stone County Municipalities*: New watertower arriving in pieces.
- *Kathi, Ortonville Schools*: absent.
- *Mike, Swift County Municipalities*: absent.
- *Gene, Yellow Medicine County Townships*: absent.
- *Dawn, UMRDC*: Has received 17 of 30 survey results. Encouraged everyone to complete it.

2. Information Items

- a. Planner Update – a brief summary of current projects being worked on.
- b. Executive Director Update – a brief summary of activities/projects Dawn Hegland worked on this month.
- c. Clara City Small Cities Development Program Update – the process has been improved as a result of questions last month.
- d. CEDS Annual Update – A report summarizing the work that has been done over the last year is being worked on as a requirement of the EDA planning grant.

3. Action Items

- a. Regional Broadband Feasibility Study
The agency was awarded \$50,000 for a feasibility study on sharing or collaborating using common broadband network within the region.

M/S/P – Bruce Swigerd, Gary Johnson made motion to authorize the Executive Director to enter into an agreement with the Blandin Foundation for funding to complete a regional broadband feasibility study for the region.

4. Discussion Items

a. Charlie Diamond-Center for Small Towns Intern Presentation

Charlie Diamond presented the results, observations and information he collected on two separate projects. The first was about financing pools and playgrounds and how they are sustained. The second topic he addressed was the issue of dilapidated structures in regard to community ordinances and/or policies in this area.

b. Carol Dombek, Private Industry Council Special Projects Coordinator

Hire Wire is a joint initiative between Hennepin-Carver County Workforce Board and the SW MN Workforce Council, to develop a creative way to match job seekers with businesses in our region. The concept is that there are many job seekers in the Metro area who may be interested in moving to southwest Minnesota if they were only aware of the employment opportunities and lifestyle that is available in our region. Phase 1 of this collaborative pilot project includes the development of a video highlighting southwest Minnesota, which was presented. There will be a regional job fair held in Windom on July 21st. This project is funded through job skills partnership to Hennepin County.

c. BHAGs Update

Community Development

Justin Bentaas reported. Surveys this year might be shorter than in the past and phone calls will be made to follow up with each survey. Staff met with 70% of communities. 32 grant resource blasts were sent. Four regional trainings were held this year: Aquatic Invasive Species, 2 on housing, and transportation. Increase in healthy/active living opportunities. Broadband will be a strong issue for FY16. Continue to reach out to chambers for Prairie Waters and also expand regional art programming.

Stewardship

Jim Dahlvang reported. The Round Robin is a valuable part of the board meeting giving board members an opportunity for sharing important activities and issues they are involved in as well as providing staff with beneficial information. The agency is planning a "Good to Great" retreat and Dawn will send out a proposal for a consultant to work with staff and board members. Dawn is hoping to complete this process by later this fall. Overall the attendance with board members is generally good. Continue with the meeting evaluations as they are helpful for staff and board members are encouraged to be honest when filling them out and also to add comments. The committee reviewed the progress made with the FY15 goals and also brainstormed potential changes and ideas for FY16

Marketing

Juanita Lauritsen reported. The website review showed no major changes need to be made but will enhance on editorial updates. Email blasts will be sent through Constant Contact. Revisions will be made on the press release process. All cities with websites have links to us except for 3. We are on track with feature projects at three so far this fiscal year. Aerial photos

are still on the agenda. The UMRDC Facebook page is the latest push of social media. The RDC has a good connection with the Upper Sioux Community. Achievements are continuously being made. The agency would like to share success stories and videos on website.

Adjournment

A motion by Rusty Dimberg, Debra Lee Fader for adjournment was made at approximately 8:05pm. 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: May 26, 2015
RE: April 2015 Treasurer's Report and Check Listing

Attached is the treasurer's report for April 2015. 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. I have added a chart on the bottom of the expense sheet showing current fiscal year hedgehog grants with the balance.

Also enclosed is the check listing that lists all checks cut for the month of April 2015.

ACTION REQUESTED:

For the Commission to approve the attached April 2015 Treasurer's Report and Check Listing and the April 2015 Check Listing (check # 18603 through 18643) as presented.

Encl.

April 2015 2015 CHECK LISTING**Checks 18603 To 18643**

Check#	Check Date	Vendor Name	Check Amount	Description
18603	04/02/2015	CHIPPEWA COUNTY AUDITOR/TREASURER	674.87	April 15 Dental
18604	04/02/2015	CITY OF APPLETON	1,016.67	April 15 Rent
18605	04/02/2015	Mediacom LLC	274.12	April 15 Phone
18606	04/02/2015	Midwest Living	750.00	Meander 15 Advertising
18607	04/02/2015	NCPERS Minnesota	16.00	March 15 Life Ins
18608	04/02/2015	Regents of the University of MN	6,000.00	Big Stone, Chippewa, Yellow Medicine County HM final payment
18609	04/02/2015	Ruth Keller	60.00	March 15 Office Cleaning
18610	04/02/2015	USAbLe Life	27.50	Life Insurance April 15
18611	04/02/2015	WEST CENTRAL TRIBUNE	199.50	Renewal - 1 year
18612	04/14/2015	Bangsund Construction Inc.	18,173.00	Benson SCDP - Rep. 24
18613	04/14/2015	CITY OF MADISON	725.00	Prize Reimbursement - SSRTS - Pool Passes
18614	04/14/2015	Dana F. Cole & Company LLP	30.84	April 2015 - Flex Fee
18615	04/14/2015	DONS FOOD PRIDE	50.27	Supplies and Meeting Exp.
18616	04/14/2015	Federated Telephone, Inc	1,288.50	March 2015 - Spam Filter & Computer Maintenance
18617	04/14/2015	Headwaters Regional Development Commission	8.41	Staff Travel
18618	04/14/2015	Olson/Tolifson Construction	26,355.00	Benson SCDP - Req. 24
18619	04/14/2015	Regents of the University of MN	563.00	Intern - Consulting
18620	04/14/2015	Scarcely Ltd. Inc.	1,350.00	Benson SCDP - Req. 24
18621	04/14/2015	SWIFT COUNTY HRA	1,167.00	Feb' 15 Admin - Benson SCDP
18622	04/14/2015	Tamara Isfeld	750.00	Meadner '15 - Contract for Services
18623	04/14/2015	Vivid Image, Inc.	4,650.00	Byway Website - Contract for services
18624	04/14/2015	Xerox Corporation	361.34	March '15 - Copy Charge
18625	04/14/2015	First Bank & Trust	125.00	April 2015 - Employer HSA Contribution
18626	04/14/2015	Minnwest Bank Montevideo	1,000.00	April 2015 - Employer HSA Contribution
18627	04/20/2015	Bourne, Mark L	78.95	Commissioner Payroll
18628	04/20/2015	Johnson, Gary L.	87.57	Commissioner Payroll
18629	04/20/2015	Rau, Warren	122.25	Commissioner Payroll
18630	04/20/2015	Swigerd, Bruce	72.05	Commissioner Payroll
18631	04/29/2015	A to Z Letterpress Printing	750.00	Meander Printing
18632	04/29/2015	ADP Construction	9,270.00	Benson SCDP - Req. #26 - 00 Rehab
18633	04/29/2015	Bangsund Construction Inc.	6,188.00	Benson SCDP - Req. #26 - Rental
18634	04/29/2015	Chase Card Services	3,178.98	NADO - Dawn & Gary/Survey Monkey/Good to Great Book
			471.80	Supplies
			6.35	Prairie Waters Postage
			127.25	Prairie Waters Postage
			16.63	Staff Travel

			10.81	Staff Travel
			29.22	Staff Travel
			29.68	Staff Travel
			236.12	March 15 Agency Auto Gas/Maintenance
18635	04/29/2015	Kontz Construction	14,300.00	Clara City SCDP Rental
18636	04/29/2015	MCIT Training	300.00	MCIT Training
18637	04/29/2015	NCPERS Minnesota	16.00	May 2015 Employee paid life
18638	04/29/2015	PRAIRIE FIVE CAC	2,240.48	Clara City SCDP - Field Admin
			1,010.84	Ortonville SCDP - Field Admin
18639	04/29/2015	Ruth Keller	60.00	April 2015 Office Cleaning
18640	04/29/2015	SWIFT COUNTY HRA	1,961.00	March 15 SCDP Admin
18641	04/29/2015	Thaemlitz Consturction	5,212.00	Ortonville OO Rehab
18642	04/29/2015	USable Life	34.10	May 2015 Life
18643	04/29/2015	Willson Graphic/Precision Auto Detail	315.28	Agency Vehicle Decals
		Total	<u>111,741.38</u>	

Jim Schmedeka, UMVRDC Secretary/Treasurer

Date:

Dawn Hegland, Executive Director

Date:

Gray highlights are pass-thru expenses

April-15					#1b
UPPER MN VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
					Page 2
	FY15	Current	YR-To-DT		
	Budget	April	July-April		
Agency Revenues	Revision #1				
Interest	3,500	97	3,249	93%	
Levy	282,500		128,207	45%	
- Less HH			-		
Dawson Sidewalk Project	(4,358)		-		
Upper Sioux Hazard Mitigation	(5,000)		-		
Granite Falls Memorial Park Plan	(3,390)		-		
Miscellaneous	-	9	2,557		
Economic Development/EDA			-		
EDA Planning Grant	64,628	16,157	64,628	100%	
Revolving Loan Fund Admin	40,000		36,875	92%	
Technical Assistance			-		
Appleton Technical Assistance (\$5,000 HH FY14 included)	28,787	648	12,158	42%	
Bellingham Website	500		-	0%	
Canby Zoning Update	4,130	1,500	1,500	36%	
CERTS	28,400	1,212	16,872	59%	
Dawson Sidewalk Project (\$4,357.50 FY15 HH included)	8,715	2,179	4,358	50%	
Granite Falls Memorial Park Plan (FY15 HH \$3,390 included)	6,779		-	0%	
Greater MN Development Strategy	6,250		-	0%	
Hazard Mitigation Updates (15,000 FY13 HH included)	87,000	8,455	57,137	66%	
Milan Housing	325	358	358	110%	
Montevideo Arts Project	4,770		4,770	100%	
Montevideo Arts Project Implementation	1,950		-	0%	
Ortonville Zoning	5,000		-	0%	
Safe Routes Coordinator	51,000		20,455	40%	
Safe Routes for Schools Plans	19,366		11,064	57%	
Safe Routes Mini Grant	1,950		-	0%	
SMAHC Public Arts	535		-	0%	
Upper Sioux Hazard Mitigation (\$5,000 HH FY14 included)	42,500		2,438	6%	
Grant Writing			-		
2 County HM App	1,000	500	500	50%	
Blandin Regional Feasibility Study	2,500		500	20%	
Broadband Application - Federated	10,000		11,675	117%	
Federated USDA App	3,000		5,095	170%	
Granite Falls Memorial Park Grant Application	2,500		2,500	100%	
Grants Admin/Management			-		
Appleton Potential SCDP Grant	2,000		-	0%	
Benson SCDP	18,000		3,145	17%	
Clara City SCDP New	12,000	1	6,289	52%	
Dawson EDA Closeout	1,365		1,365	100%	
Granite Falls Bridge (labor standards)	6,000	4,949	4,949	82%	
Granite Falls Bridge (reporting/requests)	4,000	1,788	1,788	45%	
Granite Falls EDA Grant	35,000		10,719	31%	
Granite Falls Overall Admin	15,000	11,310	11,310	75%	
Granite Falls Volestad House	5,000		-	0%	
Ortonville SCDP	15,000	0	6,886	46%	
Transportation			-		
Planning Grant	75,000	34	73,715	98%	
Scenic Byway (Transp) Planning Grant FY15	15,080		23,088	153%	
Prairie Waters	95,000	3,596	102,463	108%	
Byway Corridor Management Plan	45,000	13,831	18,866	42%	
Art Crawl	46,000	9,470	50,040	109%	
Total Revenue	1,084,283	76,093	701,519	65%	
Pass-Thru Revenue (not included above)		113,989	1,014,472		

	FY15	Current	YR-To-DT	
Expenses	Budget	April	July-April	
Salaries/Fringe	713,465	37,099	541,485	76%
Commissioner's Expense			-	
Per Diem	10,000	1,208	7,864	79%
FICA	1,000	100	673	67%
Public Officials Ins.	4,000		4,364	109%
Meeting Expense	2,000	38	1,508	75%
Travel C&C	6,000	1,783	5,389	90%
Training	5,000		530	11%
Audit	13,000		12,196	94%
Computer Technical Assistance	12,000	1,238	7,031	59%
Copy Charge/xerox lease	8,500	342	3,126	37%
Consultant/Contract for Services	10,000	5,963	6,143	61%
Depreciation	11,000	1,005	9,951	90%
Dues	5,000	1,000	1,290	26%
Insurance	1,200		398	33%
Legal Fees	2,000		1,454	73%
Miscellaneous/Employee Morale	3,000		1,047	35%
Office Rent	12,210	1,017	10,167	83%
Postage	7,000	413	5,099	73%
Printing/Advertising	8,000		5,816	73%
RDC Marketing Item	2,000		651	33%
Registration/Training	10,000	(628)	7,713	77%
Repairs/Maintenance	2,000	120	641	32%
Software GMS/GIS/General	6,000	134	2,229	37%
Sub./Publications	2,000	42	818	41%
Supplies	6,000	509	3,163	53%
Telephone/Internet	4,000	419	3,808	95%
Travel/Staff	34,000	2,994	23,705	70%
Web Hosting/Maintenance	3,500		609	17%
Pass Thru Activity			-	
GIS for Hazard Mitigation Chippewa	4,100	2,000	4,010	98%
GIS for Hazard Mitigation YM	4,100	2,000	4,260	104%
GIS for Hazard Mitigation Big Stone	4,100	2,000	4,010	98%
GIS for Hazard Mitigation Upper Sioux	4,100		-	0%
County Reimbursement for Hazard Mitigation	6,000		-	0%
SRTS - Products	15,000	744	6,924	46%
Byway	16,000		6,273	39%
Meander	31,500	1,500	15,327	49%
Prairie Waters	40,000		26,111	65%
Total Expenses	1,028,775	63,040	735,781	72%
EXCESS REV. OVER EXP.	55,508	13,052	(34,262)	
General Checking	\$ 177,660			
Money Market	\$ 310,159			
Certificate of Deposit	\$ 250,000			
RLF Savings	\$ 363,769			
Agency Auto	\$ 25,321			
Equipment Fund	\$ 23,310			
UMVRDC Secretary/Treasurer		UMVRDC Executive Director		
Date:		Date:		

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Randy Larson Jr., Loan Officer
DATE: May 26, 2015
RE: April 2015 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.

April 2015 Transaction Notes:

- Madison Meats Loan – Delinquent/Default Status
- Appleton Meat Center – Delinquent/Default Status
- Allen's Country Bakery – yet to close

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 April 2015 RLF Treasurer's Reports with the following available for lending balances – meaning fund balances less the funds already committed to loans that have yet to close: *\$296,755.28 (Original RLF) and \$57,013.63 (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 April 30th, 2015

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

April 2015 RLF TREASURER'S REPORT

	Terms				Notes	Reporting Transactions		
	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)		April Payments	Original RLF Balance at 04/30/2015	Disaster RLF Balance at 04/30/2015
1 Al's Mercantile	50,000		5%	10		531.33	32,126.62	
2 Appleton Hardware Inc	50,000		4%	12		684.44	10,757.33	
3 Appleton Meat Center	30,000		4%	10	oked Payment - Defa	-	17,066.19	
4 Appleton Power Equipment	25,000		4%	10		253.11	14,385.38	
5 Barr's/Conroy Electric, Inc.	46,000		4%	10		466.73	33,951.94	
6 Bluegrass Proteins, Inc.	100,000	100,000	4%	5		2,111.78	97,811.45	97,811.45
7 Books by Kelly	20,000		5%	5		121.69	11,408.15	
8 C&L Loan #2	57,500		2.90%	10		553.57	50,728.02	
9 C.C. Diamond Products, LLC	100,000		4%	10		1,013.45	75,088.70	
10 Clarkfield Family Foods	28,000		4%	10		284.49	14,107.02	
11 Friendship Cafe	10,000		4%	10		102.25	5,021.05	
12 Granite Falls Dairy Queen, Inc	100,000		4%	10		1,013.45	74,916.78	
13 Handeland Chiropractic, LLC	33,000		5%	10		350.02	21,437.70	
14 Jack Anderson (GoldLeaf Fin.)	100,000		2.90%	5		1,793.43	60,085.49	
15 Jager building Supply, LLC	62,000		4%	10		628.72	46,531.73	
16 J C & Sons Hardware Inc	70,000		4%	10		709.72	37,920.15	
17 Kaercher Publications, Inc.	65,520		4.50%	10		680.04	50,058.73	
18 Kay's Processing, LLC	100,000		2.90%	5		1,793.43	60,355.46	
19 Kay's Processing/Naturals Loan 2		100,000	5.00%	5		1,888.12		92,628.42
20 Lamecker's General Store	25,000		4.00%	5		461.41	20,883.29	
21 Madison Meats	37,200		4%	5	Bus. Closed/Default		8,160.21	
22 Merritt Construction, Inc.	10,000		4.50%	12		104.64	7,755.72	
23 Northern Geo, LLC	50,000	100,000	4%	10		1,518.68	46,116.96	92,233.93
24 Northern Grain		100,000	2.90%	5		1,793.43		66,957.54
25 Ortonville Hardware Hank	66,000		4%	7		905.12	2,689.91	
26 Porter Elevator	75,000		4%	12		760.34	50,979.20	
27 Private Industry Council	50,000		4%	9.6		396.39	20,992.12	
28 R&R Outdoors	11,000		4%	10		112.37	9,565.81	
29 SEWearables	33,000		4.50%	7		361.04	18,175.15	
30 SpecSys Inc.	50,000		4%	10		507.23	25,099.42	
31 Swift Falls Bar & Grill	22,500		4%	10		228.80	11,279.68	
32 The Corner Stop	30,000		5%	10		318.19	4,266.94	
33 The Sawmill	50,000		4%	10		203.81	29,884.07	
34 West Central Powder Coating, Inc.		100000	4%	15		740.69		98,131.86
	1,556,720	500,000				\$ 23,391.91	\$ 969,606.37	\$ 447,763.20

Balance of Bank Accounts			
Total Original RLF Funds:	1,276,361.65		Total Disaster RLF Funds: 504,776.83
Previous month's bank balance	289,816.44	Previous month's Bank Balance	50,516.26
Loan Repayment	16,901.33	Loan Repayment	6,490.58
Loan Disbursement	-	Loan Disbursement	-
April '15 - Bank Interest	37.51	April '15 Bank Interest	6.79
Admin Transfer -	-	Admin Transfer -	-
Origination or Loan Payoff Fees	-	Origination Fee or Loan Payoff Fees -	-
Bank Account Balance at 04/30/2015	306,755.28	Bank Account Balance 04/30/2015	57,013.63
Committed -	(10,000.00)	Committed -	-
Balance available for lending	\$ 296,755.28	Balance available for lending	\$ 57,013.63

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

Date

Date

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury, Finance Officer

DATE: May 26, 2015

RE: Granite Falls Volstead House Contract

The City of Granite Falls has requested a contract with UMVRDC staff to provide Davis Bacon prevailing wage monitoring services to the City for the Volstead House rehabilitation project. Due to a timing issue, we have submitted the contract to the City and they approved the contract at their May 4th council meeting.

ACTION REQUESTED

Authorization of Chairman and/or Executive Director's signature on the contract with the City of Granite Falls for prevailing wage monitoring services for the Volstead House project.

Enclosure

CONTRACT FOR FISCAL AGENT SERVICES

City of Granite Falls
and
Upper Minnesota Valley Regional Development Commission

FY15-15

THIS CONTRACT for Fiscal Agent Services is between the City of Granite Falls hereinafter referred to as the "City" and the Upper Minnesota Valley Regional Development Commission, hereinafter referred to as "UMVRDC".

WITNESSETH: In consideration of the mutual covenants and agreements contained herein, the City and UMVRDC agree as follows:

I. CONTRACT TERM

The term of this Agreement is from May 1, 2015 through November 30, 2015.

II. ADMINISTRATIVE TERMS

In consideration of financial reimbursement, UMVRDC agrees to provide Davis Bacon prevailing wage monitoring services to the City for its Volestad House rehabilitation project. The UMVRDC is responsible for the proper administration and enforcement of the Federal labor standards provisions.

1. Prepare for and attend the preconstruction conference;
2. Provide the primary contractor with all required Davis Bacon posters and forms;
3. Collect and review weekly payroll reports for labor standards compliance;
4. Notify the City of Granite Falls and the general contractor of any non-compliance issues and oversee any enforcement actions that may be required;
5. Perform a minimum of two on-site visits to conduct employee interviews to cross reference with payroll reports;
6. Maintain a complete set of Davis Bacon records for the duration of the construction to be turned over to the City of Granite Falls upon project completion.

The Financial Officer shall be responsible for establishing and maintaining a tracking system that meets all applicable state and federal requirements. If additional assistance or meetings are required, the City will be billed at \$65 per hour.

III. PAYMENT TERMS

The City agrees to pay the UMVRDC \$65 per hour not to exceed \$5,200 in staff time plus mileage, copy charges and miscellaneous expenses for project related costs.

V. AMENDMENT

This contract may be amended upon mutual consent of both parties.

VI. TERMINATION

a. The City may terminate this Contract if the UMVRDC inexcusably fails to perform any of the provisions hereof. Such termination shall occur thirty (30) days after the receipt by the UMVRDC of written notice specifying the grounds thereof, unless prior to the date, the UMVRDC has corrected the illegal nonperformance of the provisions of this Contract.

b. In addition, this Agreement may be terminated upon mutual consent of both parties.

Executive Director
Upper Minnesota Valley
Regional Development Commission

Date_____

Mayor, City of Granite Falls

Date_____

ATTEST:

City Manager

Date_____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Jacki Anderson, Senior Planner
DATE: May 26, 2015
RE: Economic Development Conference

A scholarship has been extended by the Aspen Institute to allow Jacki to attend: Rooting Opportunity – Doing Economic Development Differently Conference in Washington DC June 1st and 2nd.

Rooting Opportunity will explore economic development practice in a range of sectors. Attendees will hear from economic development specialists in housing, tourism, manufacturing, healthcare, food, energy, and agriculture, among others. They will share tools and tips for doing wealth-building economic development, including strategies for network and value chain development, building anchor institution partnerships, and engaging residents.

The Aspen Institute has offered a scholarship to pay for flights and lodging. Agency costs would be the registration fee of \$175 and minimal travel expenses (i.e. airport parking), most meals are covered in the registration fee for the conference. The agency costs would be paid for using Jacki's training budget.

ACTION REQUESTED:

Authorize out of state travel for Jacki Anderson to attend the Rooting Opportunity – Doing Economic Development Differently Conference in Washington DC May 31st – June 2nd.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: May 26, 2015
RE: Montevideo Arts Project Technical Assistance Contract

The UMVRDC has been asked to continue to coordinate and write grants for the Montevideo Arts Project (MAP), a group working on creating public art for their downtown. The contract is for \$2,850 from July 1, 2015 to December 31, 2015.

ACTION REQUESTED:

Authorization for the Executive Director to sign the Technical Assistance agreement with the city of Montevideo for Montevideo Arts Project TA Contract.

Enclosure

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF MONTEVIDEO
FY15 - 014 Montevideo Arts Project

WHEREAS, this Contract for Services is by and between the City of MONTEVIDEO, MINNESOTA, hereinafter referred to as the CITY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMRDC; and

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

WHEREAS, the nature of the said services is to assist the CITY to develop public art projects for the city of Montevideo; and

WHEREAS, the UMRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning July 1, 2015.

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Meeting and Facilitation
 - a. 3 meetings X 6 hours X \$65/hour + \$120 Incidentals = \$1,170 + \$120 = \$1,290
- B. Grant Writing assistance for Planning grant and Project grant
 - a. It is expected that committee members will supply writing for parts of the grant.
 - b. 24 hours X \$65/hour = \$1,560

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project;
- B. Work via the committee to accomplish the following:
 - 1. Continue to meet as needed until a project is secured
 - 2. Elicit support and funding from other local organizations.
 - 3. Assist in developing a Request for Proposals from Mural Artists (Three artists will be chosen to develop a concept based on the theme.)
 - 4. Assist in pursuing Grants to pay for the initial proposals, and eventually to pay for the project itself.
- C. If needed, provide the UMRDC with specific information, plans, background information and documents as needed to complete the UMRDC's services;
- D. If needed, pay for all cost related to public hearings and corresponding publications and notifications;
- E. Be the fiscal agent for the planning grant and project grant;

- F. Compensate the UMRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed July 1, 2015 – December 31, 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 CITY agrees to reimburse the UMRDC for actual services as described under Section I at a rate of \$65.00 per hour plus direct expenses with a total amount not to exceed \$2,850 unless mutually agreed upon by both parties in writing.

The breakdown is as follows:

- a. Meeting Facilitation: \$1,170
 - b. Grant Writing: \$1,560
 - c. Incidentals: \$120. Supplies and copies will be billed at actual cost. Mileage will be billed at federal reimbursement rate.
- B. The UMRDC will provide the CITY with an invoice indicating services provided and the total amount due.
 - C. In the event the service described in Section I is expected to exceed the time estimate provided, or the CITY requests additional service from that described in Section I, and such services are to be completed by the UMRDC, the UMRDC shall be entitled to additional compensation as agreed to by both the UMRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

SECTION V. GENERAL PROVISIONS

- A. Liability
The CITY agrees to waive the UMRDC and the UMRDC'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.
- B. Termination
This agreement may be terminated with or without cause by either the UMRDC or CITY upon sixty (60) days prior written notice.

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

- C. 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 UMRDC and CITY, 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 UMRDC and CITY hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

UMVRDC EXECUTIVE DIRECTOR

AUTHORIZED REPRESENTATIVE

Title: _____

Date: _____

Date: _____

ATTEST

Title: _____

Date: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: May 26, 2015
RE: Granite Falls Memorial Park Master Plan Amendment

We have amended our contract with the City of Granite Falls to include additional staff time to attend a meeting with Greater Minnesota Regional Parks and Trails Commission in June.

ACTION REQUESTED:

Authorization for the Executive Director to sign the amendment to include an additional \$780 for a total of \$8,250.

Enclosure

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF GRANITE FALLS
FY15-007- AMENDMENT
Master Plan for Memorial Park

*Changes bolded

AMEND SECTION I. DESCRIPTION OF UMVRDC SERVICES

F. Task 5: Special correspondence with the GMPTC

- **Attend the Great Minnesota Regional Parks and Trails Commission (GMPTC) meeting held in Granite Falls on June 25, 2015.**

AMEND SECTION IV. COMPENSATION FOR SERVICES

- A. The UMVRDC shall be compensated no less than \$6,779 and more than \$7,470 for services provided in Section I of this Contract. **The UMVRDC shall be compensated an additional \$780 for a total of \$8,250 for services provided in Section I of this Contract.**

Executive Director, UMVRDC

Authorized Representative

Title

DATE: _____

DATE: _____

INFORMATION MEMO

TO: UMRDC Commissioners

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

DATE: May 26, 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**

All updates from previous meetings have been incorporated into Canby's updated zoning document. Meeting three was held to review remaining chapters and Erin is editing the document to reflect the decisions of the planning committee.

Appleton Technical Assistance – Jacki and Erin

A second zoning meeting was held 5/21. The zoning committee will continue to review and revise the ordinances to more effectively reflect current uses and plan for future development. Staff will be working on the update through the next year pending a new technical assistance contract expected reviewed in May and if approved would begin in July 2015. Staff are also working on a USDA revolving loan fund application on the city's behalf under the current technical assistance contract.

Ortonville Zoning Ordinance Update – Emily and Jacki

Emily held the second Ortonville Zoning meeting on Monday, May 18th. This meeting will review a proposed format and review the Residential Districts. Additional concerns will be discussed by the committee.

Memorial Park Master Plan – Erin and Kristi

Erin and Kristi are completing the draft the master plan. An open house will be held May 21st.

Montevideo Arts Project - Kristi

The MAP group met May 6th to discuss the upcoming Mural project for downtown Montevideo. The MAP group will continue to contract with the UMRDC for future projects as well.

Program Updates:**Meander – Kristi**

We continue to work on the brochure and soliciting sponsors. The Appleton Press will be printing the brochure. Meander also received a \$500 grant from the Southwest Initiative Foundation.

Revolving Loan Fund – Randy

As of April 30th, there is \$353,769 is available for lending. Allen's Country Bakery loan has yet to close due to the need for additional equipment and the financing for it. This month there were a couple inquiries from the Granite Falls area. Dawn and I have been working on the situation with the Appleton Meat Center loan. I have sent e-blasts to spread the word about the balance of funds available for lending. Activity has been slow.

Meander - Kristi

The Meander brochure was completed and sent to the Appleton Press for printing. We expect to have them available June 1st.

Prairie Waters Regional Tourism – Melissa and Kristi

The 2015-2016 Prairie Waters Visitor's Guides will be delivered on June 1st, and we will start distributing them to the communities right away.

We will shortly begin the updates on the Antiques, Local shops, Dining, and Lodging guide.

Our region has been selected to host the May 2016 Southern Minnesota Tourism Association meeting, which will take place in Granite Falls.

Safe Routes to School –Emily and Barrett

Appleton, Clarkfield, and Dawson will be holding Walk to School Day events at the end of May. Barrett and Emily will attend the events and provide opportunity for comments on Montevideo and Clarkfield's plans.

Hazard Mitigation (Chippewa, Big Stone and Yellow Medicine) – Emily

Big Stone County's final meeting will be held Thursday, May 21st and Chippewa County's meeting will be Tuesday, May 26th. The draft plans will be posted on the RDC website. These meetings will be a time for the task force and other interested parties to suggest edits to the draft plans. Following these meetings, the plans will be sent to HSEM for review.

Hazard Mitigation (Upper Sioux Community) – Kristi and Barrett

A task force and public meeting was held May 6th at the Upper Sioux Community. We have been working on the draft plan.

Transportation - Barrett

Barrett has organized a meeting in June with the highway engineers of all 5 counties and staff members, Jacki Anderson and Emily Zandt, to discuss ADA Transition Plans and how Sidewalk Plans can be incorporated to make ADA curb improvement project proposals more competitive for TAP federal transportation funds.

Clean Energy Resource Teams (CERTs) – Erin

The West Central CERTs region is focusing on coops and member relations. Erin has been meeting with member services at local coops to discuss their views on renewable energy and how CERTs can help their relationship with members. A solar thermal project is in research stages for Big Stone County and Morris is beginning the process of upgrading to LED Street lights. Three of the regional coordinators will be hosting a community solar event in Pelican Rapids, MN this summer.

Blandin Broadband – Erin and Jacki

The Blandin Foundation awarded the RDC \$25,000 for the regional fiber ring feasibility study. An RFP is being drafted for an independent consultant to work with the five county region on the project.

Staff is preparing to submit two additional broadband applications this spring to Blandin:

- 1) To coordinate the public IT staff in the region to identify areas that could be improved with efficiency and shared resources.
- 2) To coordinate economic development/chamber staff to discuss opportunities to improve regional branding and maximize the online presence of our five counties.

Contracts active in FY14/15

Appleton Technical Assistance
Benson SCDP
Big Stone HM
Canby Zoning Ordinance Update
Chippewa HM
Clara City SCDP
Dawson Sidewalk Plan
Granite Falls Bridge
Granite Falls EDA Grant
Granite Falls Fiscal Agent
Granite Falls Memorial Park Master Plan
MnDOT Byway Planning Grant
Montevideo Arts Project
Ortonville SCDP
SRTS Implementation (MnDOT)
University of MN, Extension (CERTs)
Upper Sioux HM
Yellow Medicine HM

Anticipated Completion

May 2015
December 2015
April 2016
December 2014
April 2016
December 2016
April 2015
December 2015
March 2016
June 30th, 2015
August 2015
June 2015
December 2015
December 2015
October 2015
June 2015/Ongoing
July 2015
April 2016

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMRDC Commissioners
FROM: Dawn Hegland
DATE: May 26, 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.

- Met with IT staff to review options for cloud based file and email server solutions. Identified issues and questions with Arlene for follow up discussions and evaluation.
- Organized office wide cleaning day to rearrange some offices and equipment.
- Met with Mediacom on several occasions to review options for phone/internet services
- Worked on FY 2016 budget with Arlene and staff.
- Met with LQPV staff and representatives from ABE, PIC, DEED and others about youth career paths education and awareness about careers in demand in the region.
- Attended an open house about the Marsh Lake restoration project.
- Met with Lindsey and Barrett about the MnDOT workplan.
- Met with Linda Salmonson from the East River Electric Coop and Jennifer Stryhn from Agralite regarding economic development funding from their REED fund.
- Participating via conference call in the U of M Tourism Center Advisory Committee meeting.
- Reviewed potential FY 16 contracts and ideas for following up with planners.
- Had a conference call regarding the Center for Rural Policy and Development and their legislative appropriation.
- Met with EDA Chicago staff, Vicki, Gary, and Jacki for the 3 year peer review.
- Connected with the LQP Health network on potential grant writing for their facilities after providing an estimate and grant ideas to the Appleton Area Health Services.
- Connected with Kay Gregg from FDIC Minneapolis regarding a workshop in our region about the community reinvestment act for banks. I will be working with her to arrange the details and the workshop will be held in Granite Falls on August 26. This connection was made after she attended our housing workshop on April 2 and saw the need for housing in the region.
- Following up on several other proposals with staff:
 - OHV Park Event organizing
 - Appleton Housing Initiative
 - Greater Mn Parks and Trails Funding & Designation
- **Staffing:**
 - Reviewed more applications for the Asst. Finance Director position and set up interviews on May 29 and June 1.

INFORMATIONAL ONLY- No Action requested

ACTION MEMO

TO: UMVRDC Board of Commissioners
FROM: Randy Larson, Loan Officer
DATE: May 26, 2015
RE: Loan Advisory Board Recommendations

On Monday, June 11th, 2015 the RLF Loan Advisory Board met to discuss and act on several items that are listed below.

Information Items:

Policy & Procedure improvement discussion was made on the following:

- What constitutes default? When a payment becomes 60 days past due, the loan then transitions in to default status. *No changes made.*
- UCC Filings and Existing Businesses: Discussion was held regarding UCC filings. *Search through state will be done at delinquent/default status only. This follows the same suit that financial institutions follow for one-time advancement loans.*
- Lender Agreement:
Lenders in a shared lien position sign an inter-creditor agreement. We are looking at revamping the inter-creditor agreement to include language that includes the primary lender, their loan information, and that each party's loan information is able to be disclosed to the other creditors listed in the agreement. Language that should also be included that addresses the need for communication and requests for subordinations by any senior lenders if they plan to loan above the original loan amount stated in the inter-creditor agreement. *Agreed – communication with any and all changes need to be made known.*

Swift County At-Large Member

We are currently searching for an at-large board member for Swift County. Contact has been made with Mike Pogge-Weaver, Swift County Administrator and Jen Frost, Swift County RDA Executive Director, about assisting in the search for an individual to fill this role. An update will be given at the next meeting.

Allen's Country Bakery

This loan has not closed. Mr. Tonak discovered he needs to purchase an ansul system exhaust hood and is working on getting the necessary financing that is needed. He currently has a request in to the Southwest Initiative Foundation (SWIF). He continues to work with the Small Business Development Center (SBDC) to update the financials. As a result, the financial structure of the project has changed and will likely come before the board with modifications. He needs to close next month or the 90 day requirement will be revoked or needs to be extended. More discussion will be held at next meeting.

Kay's Processing

Last September we approved a loan in the amount of \$100,000 where it stated that the UMRDC would have a shared pro-rata second with the Southwest Initiative Foundation (SWIF). We viewed this loan as a separate project from the first loan with Kay's. SWIF approved their loan based on the understanding that they would have a shared pro-rata second position with our new loan and our existing loan that holds a second position. SWIF drafted an inter-creditor agreement. SWIF stated that if the inter-creditor is not agreed upon that technically means our new loan and the SWIF loan are in a shared third position. The situation is still being discussed with SWIF and we are waiting to hear from them. The business continues to do very well.

Action Items:

Appleton Meat Center

The Appleton Meat Center is currently closed and all payments have stopped since April. There have been a series of personal and business financial mismanagement issues for the business. No business financials or taxes have been paid and made available on the business for the past 2 years. The original loan was for \$30,000 and the current balance is \$17,066. There has been a proposal from a potential buyer to purchase the business for \$60,000. The owner owes the primary lender, the Co-Op Credit Union, at least \$160,000. We are in a shared second position with the Appleton Project and the Swift County RDA.

Action Requested:

Approve the release of the liens on the business assets and the real estate, with understanding that the remaining outstanding balance will become completely unsecured and backed by a personal guaranty that is now unsecured due to the release of the lien on the property. Furthermore, Todd Erickson would still be liable for the debt but we could try and work out a payment plan. We could also end up having to decide whether or not to force Todd Erickson into bankruptcy. The release of these liens is contingent on all other lenders in the shared second position releasing their liens.

Northern Geo

F & M Bank has submitted a subordination request to a potential \$800,000 SBA loan for Northern Geo. This additional financing is needed to cover the losses that were projected when the business started last year. The losses are higher than the original losses projected for this year and next year. They're working to improve their margin on their products. Discussion was held as to how we can secure our loan to some extent.

Action Requested

Approve the subordination to the \$800,000 SBA loan that will be lent through F&M Bank in Appleton with the contingency that the UMVRDC secures the personal guaranty for the Northern Geo loan with personal assets as collateral up to the outstanding dollar amount, a percentage of the outstanding balance, or at the very least a personal guaranty signed by Susie Overholser, Del's wife.

SEWearables

SEWearables is looking to purchase a screen printing machine. This piece of equipment is approximately \$22,750. The down payment on the purchase will be completed by them selling their 2010 Dodge Caravan. The van is being sold for approximately \$14,000. Proceeds from the sale of the van will equal approximately \$6,000. They've decided to sell the van being they don't use it all that often. The need for a screen printer arises as a result of over 50% of their business coming from screen printing. Currently they outsource the screen printing process of their products to Pennock. They would like to do the screen printing in-house and this would allow them do it.

Action Requested

To approve the release of the lien on the 2010 Dodge Caravan contingent upon all gap lenders approving the release of their liens in order for SEWearables to use the proceeds to put a down payment on a screen printer on a Lease to Own Agreement.

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: May 26, 2015

RE: Board of Directors Budget Meeting

A recap of the budget meeting that was held earlier tonight will be given by one of the committee members.

INFORMATIONAL ONLY- No Action requested