



BOARD MEETING AGENDA
November 24, 2015 - 6:30 PM

Introductions

Approve Agenda/Additions

1. **Consent Agenda Items**
 - a. Minutes from September 2015
 - b. September & October 2015 Treasurer's Report and List of Bills
 - c. RLF Treasurer's Report
 - d. Bush Foundation Community Innovation Grant Request
 - e. Laura Musser Grant Request
 - f. SW RSDP Local Food System Grant Request
 - g. Swift County Resolution for Appleton Prison
 - h. Canby Zoning Extension Agreement

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: Introduction of Laura Ostlie

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. Staffing
 - d. Loan Advisory Board Update
 - e. 2015 Meander Economic Impacts
3. **Action Items**
 - a. 2016 Employee Health Insurance and HSA Contribution
4. **Discussion Items**
 - a. BHAG Recap
 - b. MADDO Update

Adjourn

Next Meeting Date: January 26, 2016

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission
Appleton Civic Center - Appleton, MN – September 22, 2015

Board Members Present: Bruce Swigerd, Rusty Dimberg, Gary Hendrickx, Warren Rau, Scott Peterson, Graylen Carlson, Jim Schmaedeka, Brett Buer, Brent Olson, Jeff Olson, Justin Bentaas, Jim Dahlvang, Gary Johnson, Debra Lee Fader, Mike Fugleberg

Board Members Absent: Gene Stengel, Vicki Oakes, Kathi Thymian, Scott Rixe, Juanita Lauritsen, Mark Bourne

Staff Present: Dawn Hegland, Jacki Anderson, Amy Bjornjeld and Jackie Sigdahl

Guests: None

Call to Order

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

Introductions made for the newest staff member, Amy Bjornjeld.

Approve Agenda/Additions

M/S/P – Brent Olson, Rusty Dimberg made motion to approve the agenda with the addition of 3d. Blandin Feasibility Contract

1. Consent Agenda Items

- a. Minutes from July 2015
- b. July & August 2015 Treasurer's Report and List of Bills
- c. RLF Treasurer's Report
- d. Safe Routes to School Contract Language Change
- e. Hazard Mitigation Resolution
- f. Final Functional Classification Maps
- g. Granite Falls Memorial Park Master Plan Amendment #3
- h. NADO Conference
- i. Granite Falls Extension Agreement

M/S/P – Debra Fader, Jeff Olson made motion to accept and approve the Consent Agenda Items as follows:

- approval of minutes from the July meeting;
- approval of the July & August Treasurer's Report showing current expenses \$67,216 & \$70,913 and current revenue \$44,646 & \$6,986 along with the check listings July: 18738-18777 & August: 18778-18825 as presented;
- approval of the amendment to the MnDOT agreement no. 04233 to allow MnDOT to make scope changes within the contract;
- adoption of resolution to participate in the planning process and acknowledging the plan requirements as well as authorizing the Executive Director's signature on all correspondence, grants awards and contracts related to the hazard mitigation plan updates;
- Authorization for the chairman to approve of the final functional classification maps and resolution to provide as documentation to MnDOT;

- Authorization for the Executive Director to sign the amendment to extend this contract until December 31, 2015;
- Authorization for out of state travel for Jacki Anderson to attend the October 2015 NADO Annual Training Conference;
- Approval of the Granite Falls Bridge extension amendment

Staff Presentation:

As the agency's newest employee, Amy Bjornjeld introduced herself. Amy talked about her past work experience, family and what she is doing for the agency. Welcome Amy!

ROUND ROBIN DISCUSSION:

- *Gary Hendrickx, Swift County:* 4.3% levy increase. Spent \$900,000 in out of house placement this year. Update given on status of prison – CCA looking at leasing facility to state, state wants CCA to sell for use. A meeting was held a couple months ago and another one is scheduled soon. Update given on ATV park and how they are trying to acquire more land from MnDOT and private land owners.
- *Brent, Big Stone County:* 2.81% levy increase. Big Stone Area Growth will be trademarking "MN Bump" which was created by Vicki Oakes. County Attorney figuring out how to deal with the incarcerated population that have more than one issue going on such as mentally ill, chemically dependent, etc.
- *Gary Johnson, Yellow Medicine County:* 6.5% levy increase. Justice Center is moving along well – roof will be on within the next month. Out of home placement is holding steady. Discussion made on the assessor position and the requirement to have a certified person in place by 2019. Talked about participating in the State MnDOT audit through ATP.
- *Rusty, Big Stone County Townships:* Receiving bids of \$100,000 for adding buffer strips. Progress is going very well on the new assisted living complex.
- *Brett, Dawson/Boyd Schools:* Ryan Stotesbury, new HS principal is doing well. School acquired 2 houses – one was moved and made into parking lot and the other is being torn down. This school year will be the superintendent's last year – has been there for 26 years. Start to meet with staff next month on raises.
- *James, Chippewa County Townships:* The Clara City assisted living complex is a wonderful place. All is quiet for the townships.
- *Jim, Chippewa County:* 4.7% levy increase. MN Trails initiative meeting to look at finishing current trail. Working on getting a boat landing in Wegdahl.
- *Bruce, Prairie Five CAC, Inc.:* passed.
- *Mark, LqP County Townships:* absent.
- *Jeff, LqP County Municipalities:* AGP had a major renovation this summer.
- *Scott P., YM County Municipalities:* The grand opening of the pedestrian bridge will take place on 10/2 at 6:30pm over Meander weekend.
- *Warren, Swift County Townships:* Working on buffer strips
- *Debra Lee, Chippewa County Municipalities:* Finishing up on road activity.
- *Justin, Granite Falls EDA:* City in the process of redeveloping website. The city will be conducting a feasibility study on whitewater rafting.
- *Graylen, LqP County:* 2.97% levy increase. Soil & Water Conservation looking for ways to spend \$40,000. Out of home placement costs have risen the past couple of years-4 new social workers have been hired. 260 acre-3 year contract up for bid. Advertising for FT EDA position – dropping the ½ person position.
- *Vicki, Ortonville EDA:* absent.
- *Scott R., Big Stone County Municipalities:* absent.

- *Kathi, Ortonville Schools:* absent.
- *Mike, Swift County Municipalities:* The hospital board will make their final recommendation in October on the Assisted Living Center. The fire department received scuba equipment through a grant.
- *Gene, Yellow Medicine County Townships:* absent.
- *Juanita, Workforce Center:* absent.
- *Dawn, UMRDC:* Meander Art Crawl is coming up. The most recent Newsletter was is available.

2. Information Items

- a. Planner Update – a brief summary of current projects being worked on by staff.
- b. Executive Director Update – a summary of activities/projects Dawn Hegland worked on this month.
- c. RLF Information – an update on the loan status report was shared regarding payments, defaults, new loans and other miscellaneous loan information.
- d. Prairie Waters Annual Gathering – an update on the annual gathering that was held in August at the LqP County Museum.

3. Action Items

- a. RLF Loan Advisory Board Membership

Two vacancies have been filled on the RLF Loan Advisory Board for Swift County and Yellow Medicine County.

M/S/P – Jim Dahlvang, Warren Rau made motion to approve Eddie Masse and Craig Bakkelund as new representatives to the RLF Loan Advisory Board.

- b. Clinton-Graceville-Beardsley Hedgehog Application

The total application cost will be \$12,000 for developing a joint application. The costs will be shared between the three communities.

M/S/P – Jeff Olson, Scott Peterson made motion to approve the Hedgehog Grant application of \$5000 from the cities of Clinton-Graceville-Beardsley to develop a joint Small Cities Development Program application.

- c. October RDC Meeting

The monthly meeting and the NADO Annual Business meeting are scheduled for the same time.

M/S/P – Unanimous consensus to conduct the October 2015 RDC meeting as scheduled while Dawn attends NADO.

- d. Blandin Feasibility Contract

After proposal review the IT Coordinators and County Coordinators have recommended moving forward with a consultant firm.

M/S/P – Rusty Dimberg, Debra Lee Fader made motion to authorize the Executive Director's signature on contract with Elert and Associates for the Regional Fiber Feasibility Study.

4. Discussion Items

- a. Annual Meeting follow-up

Discussion made for feedback on the July 2015 annual meeting which consisted of a walking tour of Clara City with business meeting and dinner at Hinterland Vineyards. Favorable comments were made.

- The day was well put planned & put together
- Food was very good
- Winery was a great destination
- Tour was fascinating
- A ½ day event (tour) is a very good thing – tough for some to get away for a full day
- Would have been nice to tour the new Assistant Living complex

b. City Survey Update

Jacki Anderson reviewed the results from the staff survey that was sent to the local counties and cities. It includes information on upcoming local projects; topics that they would like more information on; and ways the agency can help. 35 responses were collected.

Adjournment

A motion by Graylen Carlson, Rusty Dimberg for adjournment was made at approximately 7:45pm. 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: November 24, 2015

RE: September and October 2015 Treasurer's Reports
September and October 2015 Check Listings

The first item attached is the treasurer's reports for September and October 2015. On the bottom of the revenue report (page 2) is the current and year to date pass-thru revenue that is not included on the itemized revenue report. Pass-through items include things like payments to grants recipients; Meander and Tourism ads and special activities; Byway projects. At the end of the disbursement report (page 3) are the agency bank balances as well as a chart showing the current years hedgehog grants.

Also enclosed is the check listings that lists all checks cut for the months of September and October 2015.

ACTION REQUESTED:

For the Commission to approve the September and October 2015 Treasurer's Reports and Check Listings (September - check # 18826 through 18873 and October – check # 18874-18930) as presented.

Encl.

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
REVENUE & EXPENSE REPORT

	FY16 Budget	Current September	YR-To-DT July - Sept	
Agency Revenues				
Interest	3,500	335	668	19%
Levy	291,000	26	473	0%
- Less HH	(17,875)		-	0%
- Watson Strategic Planning	(2,125)		-	0%
Miscellaneous	1,500	830	930	62%
Reserve	65,000		-	0%
Programs				
EDA Planning Grant	54,628		-	0%
Transportation Planning Grant	75,000		-	0%
Prairie Waters	91,820	32,629	36,058	39%
MN Byway Oral History Tour Marketing	27,184		-	0%
Byway Corridor Management Plan	22,790		-	0%
Art Crawl	46,000	20,004	20,604	45%
Greater MN Development Strategy	6,250		-	0%
Revolving Loan Fund Admin	40,000	4,569	4,569	11%
Technical Assistance				
Technical Assistance Contracts Needed	110,956		-	0%
Appleton Technical Assistance (Includes \$5,000 HH FY15)	30,000	3,136	3,136	10%
Appleton SHIP Grant	4,000	4,000	4,000	100%
CERTS	24,700		-	0%
Granite Falls Memorial Park (includes 5,000 HH FY 14)	3,453	(2,600)	-	0%
Hazard Mitigation Updates (15,000 FY13 HH)	21,563		-	0%
HM Lqp/Swift	33,000	80	80	0%
Blandin Broadband Feasitility Study	5,000	5,000	5,000	100%
Blandin Rural Connect	15,000	15,000	15,000	100%
Blandin IT Coordination	5,000	5,000	5,000	100%
Monte Public Arts Proj Dev	2,850		-	0%
Ortonville Zoning	11,985	2,524	2,524	21%
Safe Routes to School Implementation	7,744		-	0%
Upper Sioux Hazard Mitigation (includes \$5,000 HH FY14)	11,461		-	0%
Watson Strategic Planning (FY16 HH \$2,125)	4,250		-	0%
Grant Writing				
SCDP Grant Apps	6,000		-	0%
Appleton Health Care Grant Writing	6,000		-	0%
Benson SCDP App	8,000		-	0%
Broadband App (Federated)	3,975		-	0%
Beardsley/Clinton/Graceville SCDP (HH)	12,000		-	0%
Grants Admin/Management				
Appleton SCDP - New	25,000		-	0%
Benson SCDP	10,591		-	0%
Clara City SCDP	18,000	174	174	1%
Granite Falls EDA Grant	7,696	6,960	6,960	90%
Granite Falls Overall Admin	6,250	1,742	1,742	28%
Granite Falls Volstead House	5,200		-	0%
Ortonville SCDP	8,778	-	-	0%
Total Revenue	1,113,124	99,409	106,918	10%
Pass-Thru Revenue (not included above)		179,369	327,806	

	FY16 Budget	Current September	YR-To-DT July - Sept	
Expenses				
Salaries and Fringe Benefits	827,275	62,540	179,280	22%
Commissioner's Expense				
Per Diem	10,000		950	10%
FICA	1,000	(2)	75	8%
Public Officials Ins.	4,500	2,136	2,136	47%
Meeting Expense	2,000		-	0%
Travel C&C	7,500		973	13%
Training	5,000		-	0%
Audit	13,500		-	0%
Contract for Services				
Intern	2,000		-	0%
Strategic Planning	10,000		-	0%
Computer Technical Assistance	10,000	1,275	2,415	24%
Email	1,560		-	0%
Virtual Server	2,760		-	0%
Copy Charge/xerox lease	5,000	375	706	14%
Depreciation	11,000	705	2,516	23%
Dues	5,000	2,233	2,443	49%
Insurance - Liability	1,200	869	869	72%
Legal Fees	2,000		20	1%
Miscellaneous	1,000		2	0%
Office Rent	12,210	1,016	3,050	25%
Postage	7,000	99	2,372	34%
Printing/Advertising	8,000	1,084	2,582	32%
RDC Marketing Item	2,000	305	325	16%
Registration - Conference	4,000		368	9%
Repairs/Maintenance	2,000	120	600	30%
Software GMS/GIS/General	6,000	387	1,693	28%
Sub./Publications	2,000	491	861	43%
Supplies	6,000	2,053	2,457	41%
Staff Costs				
Travel	30,000	1,627	4,533	15%
Training	12,000	1,140	2,205	18%
Morale	2,000		40	2%
Wellness	2,000		-	0%
Telephone/Internet	6,500	368	1,081	17%
Web Hosting/Maintenance	3,500		-	0%
Pass Thru Activity				
Byway	15,000		-	0%
Meander	30,000	1,081	1,231	4%
Prairie Waters	40,000	2,807	4,930	12%
Total Expenses	1,112,505	82,709	220,713	20%
EXCESS REV. OVER EXP.	619	16,700	(113,795)	

General Checking	249,441
Money Market	310,527
Certificate of Deposit	250,000
RLF Savings	458,121
Agency Auto	29,707
Equipment Fund	26,394

UMVRDC Secretary/Treasurer

Date:

UMVRDC Executive Director

Date:

**UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
REVENUE & EXPENSE REPORT**

	FY16 Budget	Current October	YR-To-DT July - Oct	
Agency Revenues				
Interest	3,500	102	770	22%
Levy	291,000		473	0%
- Less HH	(17,875)		-	0%
- Watson Strategic Planning	(2,125)		-	0%
Miscellaneous	1,500		930	62%
Reserve	65,000		-	0%
Programs				
EDA Planning Grant	54,628	13,657	13,657	25%
Transportation Planning Grant	75,000	37,500	37,500	50%
Prairie Waters	91,820	3,461	39,519	43%
MN Byway Oral History Tour Marketing	27,184	-	-	0%
Byway Corridor Management Plan	22,790	1,179	1,179	5%
Art Crawl	46,000	4,521	25,125	55%
Greater MN Development Strategy	6,250	-	-	0%
Revolving Loan Fund Admin	40,000	-	4,569	11%
Technical Assistance				
Technical Assistance Contracts Needed	125,000	-	-	0%
Appleton Technical Assistance (Includes \$5,000 HH FY15)	30,000	-	3,136	10%
Appleton SHIP Grant	4,000	-	4,000	100%
Appleton ATV Project	3,000	3,000	3,000	100%
CERTS	24,700	2,959	2,959	12%
Granite Falls Memorial Park (includes 5,000 HH FY 14)	3,453	-	-	0%
Hazard Mitigation Updates (15,000 FY13 HH)	21,563	-	-	0%
HM Lqp/Swift	33,000	-	80	0%
Blandin Broadband Feasibility Study	5,000	-	5,000	100%
Blandin Rural Connect	15,000	-	15,000	100%
Blandin IT Coordination	5,000	-	5,000	100%
Monte Public Arts Proj Dev	2,850	-	-	0%
Ortonville Zoning	11,985	-	2,524	21%
Safe Routes to School Implementation	7,744	-	-	0%
Upper Sioux Hazard Mitigation (includes \$5,000 HH FY14)	11,461	-	-	0%
Watson Strategic Planning (HH)	4,250	-	-	0%
Grant Writing		-		
SCDP Grant Apps	6,000	-	-	0%
Appleton Health Care Grant Writing	6,000	-	-	0%
Benson SCDP App	8,000	-	-	0%
Broadband App	3,975	3,975	3,975	100%
Beardsley/Clinton/Graceville SCDP (HH)	12,000	-	-	0%
Grants Admin/Management				
Appleton SCDP - New	25,000	-	-	0%
Benson SCDP	10,591	-	-	0%
Clara City SCDP	18,000	-	174	1%
Granite Falls EDA Grant	7,696	-	6,960	90%
Granite Falls Overall Admin	6,250	-	1,742	28%
Granite Falls Volstead House	5,200	-	-	0%
Ortonville SCDP	8,778	-	-	0%
Total Revenue	1,130,168	70,354	177,272	16%
Pass-Thru Revenue (not included above)		95,147	422,953	

	FY16 Budget	Current October	YR-To-DT July - Oct	
Expenses				
Salaries and Fringe Benefits	827,275	65,679	244,959	30%
Commissioner's Expense				
Per Diem	10,000	800	1,750	18%
FICA	1,000	67	142	14%
Public Officials Ins.	4,500		2,136	47%
Meeting Expense	2,000		-	0%
Travel C&C	7,500	513	1,486	20%
Training	5,000		-	0%
Audit	13,500		-	0%
Contract for Services				
Intern	2,000		-	0%
Strategic Planning	10,000		-	0%
Computer Technical Assistance	10,000	1,050	3,465	35%
Email	1,560		-	0%
Virtual Server	2,760		-	0%
Copy Charge/xerox lease	5,000	457	1,163	23%
Depreciation	11,000	602	3,118	28%
Dues	5,000	544	2,987	60%
Insurance - Liability	1,200		869	72%
Legal Fees	2,000	20	40	2%
Miscellaneous	1,000	48	50	5%
Office Rent	12,210	1,017	4,067	33%
Postage	7,000	52	2,424	35%
Printing/Advertising	8,000	240	2,822	35%
RDC Marketing Item	2,000	609	934	47%
Registration - Conference	4,000	1,030	1,398	35%
Repairs/Maintenance	2,000		600	30%
Software GMS/GIS/General	6,000	216	1,909	32%
Sub./Publications	2,000		861	43%
Supplies	6,000	143	2,600	43%
Staff Costs				
Travel	30,000	4,468	9,001	30%
Training	12,000	255	2,460	21%
Morale	2,000		40	2%
Wellness	2,000		-	0%
Telephone/Internet	6,500	700	1,781	27%
Web Hosting/Maintenance	3,500		-	0%
Pass Thru Activity				
Byway	15,000		-	0%
MN Byway Oral History Tour Marketing	0	5,175	5,175	
Meander	30,000	8,740	9,971	33%
Prairie Waters	40,000	163	5,093	13%
Total Expenses	1,112,505	92,588	313,301	28%
EXCESS REV. OVER EXP.	17,663	(22,234)	(136,029)	

General Checking	245,821
Money Market	310,598
Certificate of Deposit	250,000
RLF Savings	480,923
Agency Auto	32,085
Equipment Fund	26,996

UMVRDC Secretary/Treasurer

Date:

UMVRDC Executive Director

Date:

Board Payment Listing

Sep-15

Check#	Check Date	Vendor Name	Check Amount	Description
18826	09/03/2015	Advocate Tribune	200.10	PW Annual gathering/loan officer ad
18827	09/03/2015	CANBY NEWS	119.13	loan officer ad/PW annual gathering and HM Hearing
18828	09/03/2015	CHIPPEWA COUNTY AUDITOR/TREASURER	781.41	Dental Insurance - September 2015
18829	09/03/2015	DAWSON SENTINEL	128.70	PW annual gathering/loan officer ads
18830	09/03/2015	Dyrdahl Lumber Co.	3,569.00	Owner Rehab - 219 1st Street SE, Clara City
18830	09/03/2015	Dyrdahl Lumber Co.	11,622.00	Owner Rehab - 219 North Main Street, Clara City
18831	09/03/2015	Federated Telephone, Inc	1,326.00	August spam filter and computer maintenance
18832	09/03/2015	Grants Management Systems, Inc.	167.00	webinars and maintenance
18833	09/03/2015	James Lozinski Construction, Inc.	14,550.00	Owner Rehab - 315 South Main Street, Clara City
18834	09/03/2015	MN Council of Non Profits	400.00	Membership renewal
18835	09/03/2015	NCPERS Minnesota	16.00	Life insurance - August
18836	09/03/2015	Ortonville Independent	246.00	Ad - loan officer
18837	09/03/2015	Pro Tec Roofing, Inc.	3,679.00	Commerical Rehab - 228 2nd Street NW, Ortonville
18838	09/03/2015	Ruth Keller	60.00	August office cleaning
18839	09/03/2015	SWIFT COUNTY HRA	3,464.00	General Admin
18840	09/03/2015	Swift County Monitor-News	190.00	loan officer and PW gathering ads
18841	09/03/2015	The Appleton Press	336.00	meander brochures, loan officer ad, PW annual gathering ad
18842	09/03/2015	Vivid Image, Inc.	35.00	Constant Contact
18842	09/03/2015	Vivid Image, Inc.	70.00	PW Website maintenance
18843	09/03/2015	West Central Sales	29.85	Supplies
18844	09/03/2015	WESTERN GUARD	141.75	PW Annual gathering/loan officer ads
18845	09/03/2015	Xerox Corporation	383.37	August copy charges
18846	09/17/2015	Brookings Register	376.00	PW Ads
18847	09/17/2015	Dana F. Cole & Company LLP	38.66	Sept cafeteria fee
18848	09/17/2015	DONS FOOD PRIDE	9.59	Supplie
18849	09/17/2015	Hawleys Inc.	3,548.00	Owner Rehab - 412 16th ST. S Benson
18850	09/17/2015	Home & Away, Inc	280.50	PW Ads
18850	09/17/2015	Home & Away, Inc	280.00	Meander
18851	09/17/2015	Hour Media	166.00	AAA Living Magazine - Meander
18852	09/17/2015	James Lozinski Construction, Inc.	2,697.00	Owner Rehab - 315 S. Main Street Clara City
18852	09/17/2015	James Lozinski Construction, Inc.	10,050.00	Rental Rehab - 130 NE 1st St. Clara City
18853	09/17/2015	KLQP	52.50	PW Ads
18854	09/17/2015	LIEBE DRUG INC.	6.40	Sympathy cards
18855	09/17/2015	Montevideo Publishing	113.40	Loan officer ad
18855	09/17/2015	Montevideo Publishing	55.40	PW Ads
18856	09/17/2015	Outdoor News Publications	489.00	Membership renewal
18857	09/17/2015	PRAIRIE FIVE CAC	250.00	Owner Rehab - 219 1st ST. SE Clara City
18857	09/17/2015	PRAIRIE FIVE CAC	250.00	Owner Rehab - 315 S. Main Street Clara City
18857	09/17/2015	PRAIRIE FIVE CAC	250.00	Owner Rehab - 614 4th ST. NW Ortonville
18858	09/17/2015	Scarcely Ltd. Inc.	3,150.00	Owner Rehab - Lead Inspections 7 houses Appleton
18859	09/17/2015	The Window Place	3,136.00	Commerical Rehab - 228 2nd Street NW Ortonville
18860	09/17/2015	WEST CENTRAL TRIBUNE	900.00	Fair Ads
18861	09/23/2015	BIG STONE COUNTY AUDITOR/TREASURER	364.75	Hazard mitigation grant expense
18862	09/23/2015	Chase Card Services	1,777.23	Arlene - Postage, supplies and PW toner
18862	09/23/2015	Chase Card Services	1,298.62	Melissa cc charges - PW annual event, fit for fun grant expenses, facebook ads, regional recruitment travel
18862	09/23/2015	Chase Card Services	11.50	Erin cc expensess
18862	09/23/2015	Chase Card Services	63.48	JA cc - travel and supplies
18862	09/23/2015	Chase Card Services	21.10	KF cc
18862	09/23/2015	Chase Card Services	163.78	BV cc - travel expenses
18862	09/23/2015	Chase Card Services	1,173.15	DH - books, and APA confirmation registrations for ES, EZ, BV
18862	09/23/2015	Chase Card Services	93.68	Agency auto cc
18863	09/23/2015	CHIPPEWA COUNTY AUDITOR/TREASURER	400.00	Hazard mitigation expenses
18864	09/23/2015	Coop Credit Union	125.00	September 2015 - Employer HSA Contribution
18865	09/23/2015	Farmers & Merchants Insurance Agency	489.51	Meander general liability insurance
18866	09/23/2015	Minnwest Bank Montevideo	125.00	September 2015 - Employer HSA Contribution
18866	09/23/2015	Minnwest Bank Montevideo	125.00	September 2015 - Employer HSA Contribution
18866	09/23/2015	Minnwest Bank Montevideo	125.00	September 2015 - Employer HSA Contribution
18866	09/23/2015	Minnwest Bank Montevideo	125.00	September 2015 - Employer HSA Contribution
18866	09/23/2015	Minnwest Bank Montevideo	125.00	September 2015 - Employer HSA Contribution
18866	09/23/2015	Minnwest Bank Montevideo	125.00	September 2015 - Employer HSA Contribution
18866	09/23/2015	Minnwest Bank Montevideo	125.00	September 2015 - Employer HSA Contribution
18866	09/23/2015	Minnwest Bank Montevideo	125.00	September 2015 - Employer HSA Contribution
18867	09/23/2015	USABLE Life	29.80	September life insurance
18868	09/23/2015	Yellow Medicine County Treasurer	1,225.00	Hazard mitigation expenses
18869	09/30/2015	Advocate Tribune	111.50	Hazard mitigation plan and loan officer ads
18870	09/30/2015	Nate Larson Electric, LLC	778.00	Owner Rehab - 412 16th. St. S - Benson
18871	09/30/2015	NCPERS Minnesota	16.00	Life Insurance
18872	09/30/2015	PRAIRIE FIVE CAC	2,228.37	Clara City Admin
18872	09/30/2015	PRAIRIE FIVE CAC	1,086.49	Ortonville admin
18873	09/30/2015	Ruth Keller	60.00	September office cleaning

80,129.72 Total September 2015 Checks

Gray highlights are pass-thru dollars

Jlm Schmedeka, UMRDC Secretary/Treasurer

Dawn Hegland, Executive Director

Board Payment Listing

Oct-15

Check#	Check Date	Vendor Name	Check Amount	Description
18874	10/14/2015	Appleton Hardware Inc.	7.46	Office Supplies
18875	10/14/2015	Argus Leader	600.00	Meander Ads
18876	10/14/2015	Big Stone Radio	200.00	Meander Ads
18877	10/14/2015	CANBY NEWS	106.25	Meander ads and loan officer
18878	10/14/2015	CHIPPEWA COUNTY AUDITOR/TREASURER	684.99	October dental insurance
18879	10/14/2015	CITY OF APPLETON	1,016.67	October Rent
18880	10/14/2015	Clara City Herald	5.15	Loan officer ad
18881	10/14/2015	Coop Credit Union	125.00	October 2015 HSA Employer Contribution
18882	10/14/2015	DAWSON SENTINEL	125.46	loan officer and Meander ads
18883	10/14/2015	DONS FOOD PRIDE	7.11	Meander supplies
18884	10/14/2015	Dyrdahl Lumber Co.	6,713.00	Owner Rehab - 219 N. Main Street, Clara City
18885	10/14/2015	Federated Telephone, Inc	1,101.00	September spam filter and comp tech assistance
18886	10/14/2015	Flying Buttress Media, LLC	5,175.00	Contract for Service
18887	10/14/2015	Grants Management Systems, Inc.	165.00	GMS software maintenance and RLF annual supplement
18888	10/14/2015	Hawleys Inc.	4,733.00	Owner Rehab - 1950 McKinney Avenue
18889	10/14/2015	Helda's Woodworks	4,355.00	Owner Rehab - 201 20th St. S, Benson
18890	10/14/2015	Independent	95.04	Meander Ads
18891	10/14/2015	James Lozinski Construction, Inc.	4,250.00	Rental Rehab - 130 NE 1st Avenue - Clara City
18892	10/14/2015	KERKHOVEN BANNER	128.00	Meander Ads
18893	10/14/2015	KLQP	204.75	Meander Ads
18894	10/14/2015	KMGM/KKRC - FM	200.00	Meander Ads
18895	10/14/2015	M. Weber Photography	114.60	PW annual gathering
18896	10/14/2015	Maynard Meyers	19.24	PW annual gathering
18897	10/14/2015	Minnesota Public Radio	1,710.00	Meander Ads
18898	10/14/2015	Minnwest Bank Montevideo	125.00	October 2015 - Employer HSA Contribution
	10/14/2015	Minnwest Bank Montevideo	125.00	October 2015 - Employer HSA Contribution
	10/14/2015	Minnwest Bank Montevideo	125.00	October 2015 - Employer HSA Contribution
	10/14/2015	Minnwest Bank Montevideo	125.00	October 2015 - Employer HSA Contribution
	10/14/2015	Minnwest Bank Montevideo	125.00	October 2015 - Employer HSA Contribution
	10/14/2015	Minnwest Bank Montevideo	125.00	October 2015 - Employer HSA Contribution
	10/14/2015	Minnwest Bank Montevideo	125.00	October 2015 - Employer HSA Contribution
	10/14/2015	Minnwest Bank Montevideo	125.00	October 2015 - Employer HSA Contribution
18899	10/14/2015	Montevideo Publishing	120.00	Loan officer and Meander ads
18900	10/14/2015	Ortonville Independent	176.00	Meander ads
	10/14/2015	Ortonville Independent	96.00	Loan officer
18901	10/14/2015	Outdoor News Publications	163.00	Display
18902	10/14/2015	PRAIRIE FIVE CAC	250.00	Rental Rehab - 130 NE 1st Avenue - Clara City
	10/14/2015		250.00	Owner Rehab - 219 North Main Street - Clara City
	10/14/2015		250.00	Owner Rehab - 416 Dassel Avenue - Ortonville
18903	10/14/2015	Ron Shade Construction	3,000.00	Owner Rehab - 407 16th St. S - Benson
18904	10/14/2015	Scarcely Ltd. Inc.	450.00	Rental Rehab - 211 18th St. SW - Benson
18905	10/14/2015	Scott Thaeamlitz	15,320.00	Owner Rehab - 416 Dassel Avenue - Ortonville
18906	10/14/2015	Sioux City Journal Communications	639.50	Meander Ads
18907	10/14/2015	SIS Insulation LLC	4,760.00	Commercial Rehab - 225 2nd. St. NW - Ortonville
18908	10/14/2015	STAR TRIBUNE	1,460.00	Meander Ads
18909	10/14/2015	Swift County Monitor-News	235.00	Loan officer and Meander ads
18910	10/14/2015	The Appleton Press	222.71	paper supplies (office and Meander) and Meander Ads
18911	10/14/2015	Watertown Public Opinion	371.25	Meander Ads
18912	10/14/2015	WEST CENTRAL TRIBUNE	759.84	LQP Fair Ad and Meander Ad
18913	10/14/2015	Xerox Corporation	393.55	September copier charge
18914	10/20/2015	Dahlvang, Jim	79.52	Commissioner Payroll
18915	10/20/2015	Johnson, Gary L.	190.10	Commissioner Payroll
18916	10/20/2015	Rau, Warren	61.12	Commissioner Payroll
18917	10/20/2015	Swigerd, Bruce	72.05	Commissioner Payroll
18918	10/28/2015	Chase Card Services	59.00	AT - supplies and postage
	10/28/2015	Chase Card Services	-39.04	MC - return of exercise equipment
	10/28/2015	Chase Card Services	1,351.43	EZ - ATP training expenses and lodging/SRTS printing
	10/28/2015	Chase Card Services	22.72	ES - training expenses
	10/28/2015	Chase Card Services	417.95	JA - postage, supplies and expenses for EDA planning grant
	10/28/2015	Chase Card Services	109.61	KF - advertising for Meander
	10/28/2015	Chase Card Services	378.29	BV - ATP Training expenses
	10/28/2015	Chase Card Services	2,009.58	DH - NADO expenses, meeting expenses
	10/28/2015	Chase Card Services	741.00	AB - CPA dues, conference registration, CPE
	10/28/2015	Chase Card Services	198.49	Agency auto
18919	10/28/2015	Dana F. Cole & Company LLP	81.66	Flex Administrating
18920	10/28/2015	Daniel Cronen	8,673.00	Benson Rental Rehab - 205 17th St. S
	10/28/2015	Daniel Cronen	13,550.00	Rental Rehab - 205 17th St. S
18921	10/28/2015	Deb Connolly	59.78	Meander
18922	10/28/2015	East Central RDC	26.92	Meeting Expense
18923	10/28/2015	Granite Falls Area Chamber of Commerce	115.00	Rockstar Event
18924	10/28/2015	Jo Pederson	1,000.00	Meander contract for service
18925	10/28/2015	LIEBE DRUG INC.	4.80	Wedding Card
18926	10/28/2015	Neva Voster	500.00	Meander contract for service
18927	10/28/2015	Paula Soine	250.00	Meander contract for service
18928	10/28/2015	SWIFT COUNTY HRA	1,892.00	Benson August and September Admin
18929	10/28/2015	USAble Life	29.80	Life insurance
18930	10/28/2015	Vivid Image, Inc.	609.00	RDC website hosting
			94,202.35	Total October 2015 Checks

Gray highlights are pass-thru dollars

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Amy Bjornjeld, Finance Assistant

DATE: November 24, 2015

RE: September and October 2015 RLF Treasurer's Report and Program Impact Summary

Financial information presented in this report is separated into the two RLF loan fund pools the UMRDC 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.

September 2015 Transaction Notes:

- Madison Meats Loan – Default Status
- Appleton Meat Center – Default Status
- C&L Powder Coat – Interest only through September '15 payment
- The Corner Stop – Payments are up to date

October 2015 Transaction Notes:

- Madison Meats Loan – Default Status
- Appleton Meat Center – Default Status
- C&L Powder Coat – Regular monthly payments began again in October
- Appleton Power Equipment – October and November payments were made in October

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 September 2015 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: \$274,813.00 (*Original RLF*) and \$83,308.18 (*Disaster RLF*).

Encl.

ACTION REQUESTED:

To approve the UMVRDC's October 2015 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: \$291,112.78 (*Original RLF*) and \$89,809.98 (*Disaster RLF*).

Encl.

September 2015 RLF TREASURER'S REPORT

#3

Borrower	Terms				Notes	Reporting Transactions		
	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)		September Payments	Original RLF Balance at 09/30/2015	Disaster RLF Balance at 09/30/2015
1 Al's Mercantile	50,000		5%	10		\$ 531.33	\$ 29,724.71	
2 Appleton Hardware Inc	50,000		4%	12		\$ 684.44	\$ 6,842.26	
3 Appleton Meat Center	30,000		4%	10	Default	\$ -	\$ 17,066.19	
4 Appleton Power Equipment	25,000		4%	10		\$ 253.11	\$ 13,149.58	
5 Barr's/Conroy Electric, Inc.	46,000		4%	10		\$ 466.73	\$ 31,820.47	
6 Bluegrass Proteins, Inc.	100,000	100,000	4%	5		\$ 2,111.78	\$ 94,178.60	\$ 94,178.59
7 Books by Kelly	20,000		5%	5		\$ 121.69	\$ 11,043.98	
8 C&L Loan #2	57,500		2.90%	10	Interest Only June- Sept	\$ 125.00	\$ 50,284.37	
9 C.C. Diamond Products, LLC	100,000		4%	10		\$ 1,013.45	\$ 71,259.87	
10 Clarkfield Family Foods	28,000		4%	10		\$ 284.49	\$ 12,921.35	
11 Friendship Cafe	10,000		4%	10		\$ 102.25	\$ 4,594.88	
12 Granite Falls Dairy Queen, Inc	100,000		4%	10		\$ 1,013.45	\$ 71,085.05	
13 Handeland Chriopractic, LLC	33,000		5%	10		\$ 350.02	\$ 20,125.98	
14 Jack Anderson (GoldLeaf Fin.)	100,000		2.90%	5		\$ 1,793.43	\$ 51,809.49	
15 Jager building Supply, LLC	62,000		4%	10		\$ 628.72	\$ 44,157.25	
16 J C & Sons Hardware Inc	70,000		4%	10		\$ 709.72	\$ 34,992.79	
17 Kaercher Publications, Inc.	65,520		4.50%	10		\$ 680.04	\$ 47,589.22	
18 Kay's Processing, LLC	100,000		2.90%	5		\$ 1,793.43	\$ 52,086.89	
19 Kay's Processing/Naturals Loan 2		100,000	5.00%	5		\$ 1,888.12		\$ 85,071.10
20 Lamecker's General Store	25,000		4.00%	5		\$ 461.41	\$ 18,918.26	
21 Madison Meats	37,200		4%	5	Default		\$ 8,160.21	
22 Merritt Construction, Inc.	10,000		4.50%	12		\$ 104.64	\$ 7,380.12	
23 Northern Geo, LLC	50,000	100,000	4%	10		\$ 1,518.68	\$ 44,347.25	\$ 88,694.49
24 Northern Grain		100,000	2.90%	5		\$ 1,793.43		\$ 58,769.20
26 Porter Elevator	75,000		4%	12		\$ 760.34	\$ 48,017.21	
27 Private Industry Council	50,000		4%	9.6		\$ 396.39	\$ 19,360.98	
28 R&R Outdoors	11,000		4%	10		\$ 112.37	\$ 9,166.68	
29 SEWearables	33,000		4.50%	7		\$ 361.04	\$ 16,701.70	
30 SpecSys Inc.	50,000		4%	10		\$ 507.23	\$ 22,980.60	
31 Swift Falls Bar & Grill	22,500		4%	10		\$ 228.80	\$ 10,323.38	
32 The Corner Stop	30,000		5%	10	Caught up on all payments	\$ 1,339.18	\$ 2,694.56	
33 The Sawmill	50,000		4%	10		\$ 203.81	\$ 29,374.52	
34 West Central Powder Coating, Inc.		100000	4%	15		\$ 740.69		\$ 96,064.74
	1,490,720	500,000				\$ 23,079.21	\$ 902,158.40	\$ 422,778.12

Balance of Bank Accounts			
Total Original RLF Funds:	1,276,971.40	Total Disaster RLF Funds:	506,086.30
Previous month's bank balance	363,561.54	Previous month's Bank Balance	81,508.93
Loan Repayment	16,588.63	Loan Repayment	6,490.58
Loan Disbursement	-	Loan Disbursement	-
September '15 - Bank Interest	46.39	September '15 Bank Interest	10.40
Admin Transfer -	(5,383.56)	Admin Transfer	(4,701.73)
Origination, ACH, or Loan Payoff Fees	-	Origination, ACH, or Loan Payoff Fees -	-
Bank Account Balance at 09/30/2015	374,813.00	Bank Account Balance 09/30/2015	83,308.18
Committed - Do-Mat's Grocery until 7/27/16	(100,000.00)	Committed -	-
Balance available for lending	\$ 274,813.00	Balance available for lending	\$ 83,308.18

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

Date

Date

October 2015 RLF TREASURER'S REPORT

#3

	Terms				Notes	Reporting Transactions		
	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)		October Payments	Original RLF Balance at 10/31/2015	Disaster RLF Balance at 10/31/2015
1 Al's Mercantile	50,000		5%	10		\$ 531.33	\$ 29,316.54	
2 Appleton Hardware Inc	50,000		4%	12		\$ 684.44	\$ 6,181.63	
3 Appleton Meat Center	30,000		4%	10	Default	\$ -	\$ 17,066.19	
4 Appleton Power Equipment	25,000		4%	10	2 payments made	\$ 506.22	\$ 12,727.71	
5 Barr's/Conroy Electric, Inc.	46,000		4%	10		\$ 466.73	\$ 31,459.36	
6 Bluegrass Proteins, Inc.	100,000	100,000	4%	5		\$ 2,111.78	\$ 93,401.37	\$ 93,401.37
7 Books by Kelly	20,000		5%	5		\$ 121.69	\$ 10,969.31	
8 C&L Loan #2	57,500		2.90%	10		\$ 553.57	\$ 49,852.36	
9 C.C. Diamond Products, LLC	100,000		4%	10		\$ 1,013.45	\$ 70,481.70	
10 Clarkfield Family Foods	28,000		4%	10		\$ 284.49	\$ 12,680.93	
11 Friendship Cafe	10,000		4%	10		\$ 102.25	\$ 4,510.25	
12 Granite Falls Dairy Queen, Inc	100,000		4%	10		\$ 1,013.45	\$ 70,306.30	
13 Handeland Chriopractic, LLC	33,000		5%	10		\$ 350.02	\$ 19,858.67	
14 Jack Anderson (GoldLeaf Fin.)	100,000		2.90%	5		\$ 1,793.43	\$ 50,142.27	
15 Jager building Supply, LLC	62,000		4%	10		\$ 628.72	\$ 43,674.70	
16 J C & Sons Hardware Inc	70,000		4%	10		\$ 709.72	\$ 34,399.11	
17 Kaercher Publications, Inc.	65,520		4.50%	10		\$ 680.04	\$ 47,086.19	
18 Kay's Processing, LLC	100,000		2.90%	5		\$ 1,793.43	\$ 50,418.61	
19 Kay's Processing/Naturals Loan 2		100,000	5.00%	5		\$ 1,888.12		\$ 83,533.59
20 Lamecker's General Store	25,000		4.00%	5		\$ 461.41	\$ 18,520.05	
21 Madison Meats	37,200		4%	5	Default		\$ 8,160.21	
22 Merritt Construction, Inc.	10,000		4.50%	12		\$ 104.64	\$ 7,304.16	
23 Northern Geo, LLC	50,000	100,000	4%	10		\$ 1,518.68	\$ 43,986.82	\$ 87,973.64
24 Northern Grain		100,000	2.90%	5		\$ 1,793.43		\$ 57,116.85
26 Porter Elevator	75,000		4%	12		\$ 760.34	\$ 47,415.73	
27 Private Industry Council	50,000		4%	9.6		\$ 396.39	\$ 19,030.13	
28 R&R Outdoors	11,000		4%	10		\$ 112.37	\$ 9,085.45	
29 SEWearables	33,000		4.50%	7		\$ 361.04	\$ 16,402.43	
30 SpecSys Inc.	50,000		4%	10		\$ 507.23	\$ 22,550.97	
31 Swift Falls Bar & Grill	22,500		4%	10		\$ 228.80	\$ 10,132.91	
32 The Corner Stop	30,000		5%	10		\$ 319.19	\$ 2,388.47	
33 The Sawmill	50,000		4%	10		\$ 203.81	\$ 29,269.63	
34 West Central Powder Coating, Inc.		100,000	4%	15		\$ 740.69		\$ 95,640.88
	1,490,720	500,000				\$ 22,740.90	\$ 888,780.16	\$ 417,666.33

Balance of Bank Accounts			
Total Original RLF Funds:	1,279,892.94	Total Disaster RLF Funds:	507,476.31
Previous month's bank balance	374,813.00	Previous month's Bank Balance	83,308.18
Loan Repayment	16,250.32	Loan Repayment	6,490.58
Loan Disbursement	-	Loan Disbursement	-
October '15 - Bank Interest	49.46	October '15 Bank Interest	11.22
Admin Transfer -	-	Admin Transfer	-
Origination, ACH, or Loan Payoff Fees	-	Origination, ACH, or Loan Payoff Fees -	-
Bank Account Balance at 10/31/2015	391,112.78	Bank Account Balance 10/31/2015	89,809.98
Committed - Do-Mat's Grocery until 7/27/16	(100,000.00)	Committed -	-
Balance available for lending	\$ 291,112.78	Balance available for lending	\$ 89,809.98

UMVRDC Secretary/Treasurer

UMVRDC Executive Director

Date

Date

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

Economic Impact Summary as of September 30 and October 31, 20

	September
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

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: November 24, 2015
RE: Bush Foundation Community Innovation Grant Request

UMVRDC staff submitted a Bush Foundation Community Innovation Grant Request that was due November 5th for \$200,000. This grant will work towards Regional Recruitment efforts. Although the grant does not require a match, we have listed the Blandin Rural Connect project as a match (\$22,000). This project would allow us to implement the Blandin Rural Connect project and the ideas and messaging.

ACTION REQUESTED:

Authorization for the Executive Director to sign the Bush Grant Application and grant documents.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: November 24, 2015
RE: Laura Musser Grant Request

UMVRDC staff submitted a Laura Musser Rural Initiative Planning Grant request for \$5,000 that was due November 5th. This grant will continue Regional Public Art projects started in previous grant projects. Although the grant does not require a match, we have committed \$500 in match. This project would allow us to continue to meet with the regional public art planning committee to discuss a regional public art project.

ACTION REQUESTED:

Authorization for the Executive Director to sign the Laura Musser Grant Application and grant documents.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: November 24, 2015
RE: SW RSDP Local Food System Grant Request

UMVRDC staff submitted a Southwest Regional Sustainable Development Partnership (SW RSDP) Local Food System Grant Request to work on a Local Food System Study. This grant is to convene stakeholders to meetings that will help develop next steps for the local foods system in our region. This project would work with Extension and Statewide Health Initiative Program (SHIP) to do the convening, research and creation of a document. The UMVRDC will offer a match of \$3,000 to the total project cost of \$24,100. Of this total project cost, \$14,800 would pay for UMVRDC staff time and expenses.

ACTION REQUESTED:

Authorization for the Executive Director to sign the Southwest Regional Sustainable Development Partnership Grant Application and grant documents and approval of the match.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Director
DATE: November 24, 2015
RE: Swift County Resolution for the Appleton Prison

Swift County has been proactively working to convince the State that they should contract with Corrections Corporation of America (CCA) to lease their Appleton prison for State inmates. The County has testified with the prison taskforce and has showcased the facility on a recent State Bonding Committee tour in Appleton.

Attached is a fact sheet on the facility and a resolution of support for their efforts that they have asked other cities and counties to adopt.

ACTION REQUESTED:

Adopt a resolution supporting Swift County's effort to encourage the State of MN to lease the currently vacant Appleton prison from CCA to house State inmates.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

**RESOLUTION OF AUTHORIZATION
FOR
SUPPORT TO LEASE APPLETON PRISON TO STATE OF MN
#16-06**

WHEREAS, according to the Minnesota Department of Corrections, the State of Minnesota's prison population exceeds capacity; and

WHEREAS, the Minnesota Department of Corrections is housing 560 inmates in county jails where they cannot receive critical rehabilitation services available in State correctional facilities; and

WHEREAS, the Minnesota Department of Corrections projects the State of Minnesota's prison population will grow by at least 500 inmates by the year 2020; and

WHEREAS, the Minnesota Department of Corrections is seeking \$141.5 million in general obligation bonds to finance the construction of a 500-bed expansion at Minnesota Correctional Facility – Rush City to accommodate projected prison population growth; and

WHEREAS, the State of Minnesota would incur additional costs such as interest, debt service, maintenance, and annual operating costs associated with expanding Minnesota Correctional Facility – Rush City; and

WHEREAS, the City of Appleton is home to a vacant and well-maintained 1,600-bed prison; and

WHEREAS, 350 people from 24 surrounding counties worked at the Appleton prison when it was in use, generating an estimated \$15.2 million for the regional economy; and

WHEREAS, many ancillary businesses in the region and their workers benefitted when the Appleton prison was in use; and

WHEREAS, the region offers robust infrastructure to provide rehabilitation services for State of Minnesota inmates and a great quality of life for working families; and

WHEREAS, the cost to the State of Minnesota to lease the Appleton prison is estimated to be \$6-8 million per year, plus annual operating costs – substantially lower than constructing and maintaining new, permanent correctional facilities; and

WHEREAS, it is practical that the State of Minnesota do its due diligence to fairly consider the costs associated with leasing and operating the Appleton prison before constructing new, permanent correctional facilities;

NOW THEREFORE BE IT RESOLVED, that on November 24, 2015 the Upper MN Valley Regional Development Commission declared its support for a proposal for the State of

Minnesota to lease and operate the Appleton prison with State of Minnesota public employees to provide much-needed jobs and economic development for the people of West Central Minnesota and to provide effective rehabilitation services for inmates needed to reduce recidivism.

Adopted this 24th day of November 2015.

ATTEST:

ATTEST:

Chairperson, UMRDC

Secretary/Treasurer, UMRDC

A Solution to Minnesota's Overcrowded Prison System

Overview

According to the Minnesota Department of Corrections (DOC), Minnesota's prison population exceeds capacity. The DOC is currently housing 560 inmates in county jails and seeking \$141.5 million in state bonds to expand its Rush City prison by 500 beds to accommodate projected growth of Minnesota's prison population.

As an alternative to building new prison facilities, Swift County proposes that the State of Minnesota lease and operate a vacant, modern 1,600-bed prison in Appleton with State of Minnesota public employees. The region offers infrastructure that is highly capable of providing rehabilitation services for inmates and a great quality of life for working families.

History

1990: Construction of 500-bed Appleton prison begins.

1993: Appleton prison opens.

1997: Appleton prison sold; 1,100-bed expansion begins.

2010: Appleton prison closes.

Economic impact

- 350 people from 24 surrounding counties worked at the Appleton prison when it was in use, generating an estimated \$15.2 million for the regional economy in payroll alone.
- When it was in use, the Appleton prison generated a total of more than \$1.3 million in property tax revenue for state, county, city, school, and special tax districts.
- The Appleton prison currently contributes more than \$530,000 of the City of Appleton's \$1.433 million property tax levy and generates a total of \$800,000 for local taxing districts.

Regional infrastructure

- 11 hospitals
- 5 universities and colleges
- 23 Pre-K-12 school districts
- 700 homes currently for sale in Swift County and adjoining counties, 100 in the City of Appleton alone
- 1 VA clinic
- 6 airports
- 5 state parks and endless hunting, fishing, and outdoor recreational activities

Fiscal impact

Rush City prison expansion

- Provides 500 additional beds.
- Costs \$141.5 million in general obligation bonds, plus interest, debt service, maintenance, and annual operating costs.
- Increases DOC capacity to 10,059 – roughly 700 beds short of projected inmate population growth through 2022.

Appleton prison lease

- Provides 1,600 additional beds.
- Costs projected to be \$6 million-\$8 million per year, plus annual operating costs.
- Increases DOC capacity to 11,159 – roughly 400 beds above projected inmate population growth through 2022.

ACTION MEMO

TO: UMVRDC Commissioners
FROM: Emily Zandt, Planner
DATE: November 24, 2015
RE: Canby Zoning Update Contract Amendment

The City of Canby has taken on several unforeseen projects over the past year and did not have as much time to devote to the Zoning Ordinance Update process as they originally planned. Nick Johnson, City Administrator, has asked to extend the contract for an additional 3 months (until March 31, 2016).

ACTION REQUESTED

Approve the Canby Zoning Ordinance extension amendment enclosed in this memo.

Encl.

AMENDMENT TO FY14-002 CONTRACT
Change # to FY14-008

Update Zoning Ordinances

Between
City of Canby
And
Upper Minnesota Valley Regional Development Commission

Changes bolded and underlined.

AMEND SECTION III. Contract Period.

A. This contract is effective from July 24th, 2013 and shall remain in effect until December 31st, 2014. **Will be extended to March 31st, 2016.**

Executive Director, UMRDC

Authorized City Official

Date: _____

Date: _____

INFORMATION MEMO

TO: UMRDC Commissioners

FROM: Kristi Fernholz, Arlene Tilbury, Amy Bjornjeld, Melissa Streich, Emily Zandt, Jacki Anderson, Barrett Voigt and Laura Ostlie

DATE: November 24, 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 – Emily**

All updates from previous meetings have been incorporated into Canby's updated zoning document. The contract has been extended until December 2015 to complete the final edits.

Appleton Technical Assistance – Jacki and Emily

The committee has held two review sessions and 4 chapters are complete. The group will continue to review chapters monthly for adoption of the update in early 2016.

Appleton Area Health Services (AAHS) – Jacki and Emily

Two Minnesota Department of Health grant have been submitted one for strategic planning and technology enhancements and the other for equipment upgrades and outreach.

Ortonville Zoning Ordinance Update – Emily

The Ortonville Zoning update is moving forward. Research is being completed on fee structures, renewable energy model ordinances, and infill development. Emily will meet with the commission a total of four more times.

Memorial Park Master Plan – Kristi

We submitted two funding requests for the Granite Falls Memorial Park to the Greater MN Regional Parks and Trails Commission.

Montevideo Arts Project - Kristi

Kristi wrote two planning grants to the Southwest MN Arts Council for two separate projects.

Appleton Sidewalk Plan – Jacki & Emily

The Appleton Sidewalk Plan is nearing completion. The plan will be presented to the city council at their December meeting.

Watson Strategic Planning – Kristi and Jacki

Kristi has been working with the city on next steps. The City Council just decided to go ahead with a survey.

Federated Swift County Broadband Application – Jacki

Staff recently submitted a proposal the MN Office of Broadband to deploy fiber infrastructure in Swift County. Award decisions are expected by December.

Benson SCDP – Jacki

Benson's pre-application was submitted November 10th. DEED responses are anticipated in December.

Beardsley – Clinton – Graceville SCDP – Kristi and Jacki

A pre-application was submitted for the three cities on November 10th. DEED will respond in December.

Milan Housing – Kristi

Kristi attended the Milan City Council meeting on November 10th. The city would like to move forward with education and discussion of potential home ownership options.

PROGRAM UPDATES:

Community and Economic Development – Jacki

USDA Rural Community Development Initiatives (RCDI)

A grant application was submitted to USDA to provide funds for community development technical assistance to communities within the UMRDC region related to topics / program development around dilapidated structures, housing and redevelopment. This grant is a national competition, highly competitive and limited dollars. We should receive an update in 90 days.

Statewide CEDS – RDC staff continue to work on the developing the call to actions, trend analysis and goals and objectives for the statewide economic development strategy. The next scheduled meeting is October 6 & 7.

Meander – Kristi

Meander results are in and we will be putting together a summary for you at this meeting.

Revolving Loan Fund

Activity has been slow. There are two new board members.

MN River Valley National Scenic Byway - Kristi

The byway is currently working on a new visitors guide.

Prairie Waters Regional Tourism – Melissa

Prairie Waters received an \$8,000 grant from Explore Minnesota Tourism to help leverage advertising and marketing for the region. The following publications/advertising agencies are included in the grant: Midwest Living, AAA Living, Bird Watcher's Digest, South Dakota Magazine, Valley Shopper, Outdoor News, Western Peach, Pioneer Public TV, Facebook, and the South Dakota Magazine.

Gathering updated business listings from cities for the Local Shops Guide. The 2016 guide sponsors are as follows: Montevideo, Dawson, Benson, Madison, Hanley Falls, Granite Falls, Canby. The guide will be completed by December 31st.

Safe Routes to School –Emily and Barrett

Barrett and Emily have started talking to schools about SRTS activities for the 2015-2016 school year. Emily and Barrett have started to survey the interest from our schools that have not yet done plans for the next planning funding solicitation (KMS, Ortonville, CGB, MACCRAY, Echo Charter). Barrett met with stakeholders in Kerkhoven to discuss a KMS

school district SRTS Planning grant application on October 27th. The KMS school district stated that they intended to use the Swift Planning Grant to fund the RDC to write the SRTS Planning Grant application. Applications are due January 8, 2016. Barrett and Emily met with the City of Murdock City Council November 11th to provide information on RDC services and the SRTS Planning Grant. The RDC is currently negotiating a contract with the KMS school district to write the application.

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

All three county plans (Big Stone, Chippewa, and Yellow Medicine) have been adopted. Emily and the Emergency Managers will help all of the cities to adopt their respective plan by early next year. We are waiting to hear back from FEMA about funding for the Swift and Lac qui Parle County plans.

Hazard Mitigation (Upper Sioux Community) – Kristi and Barrett

The community has adopted the final plan. This project is complete.

Transportation - Barrett

Transportation Alternatives Program (TAP) funds and Safe Routes to School planning and infrastructure funds began to solicit applications on October 1st. Letters of Intent (LOI) for TAP and Safe Routes to School Infrastructure funding were due on October 30th. Letters of Intent were received from the City of Milan and Clara City. Barrett met with the applicants on November 4th to carry out a field review to make applications more competitive and recommended that both applications go forward. The City of Milan will apply for TAP funds to reconstruct the Milan Trail to add 2 foot shoulders and a trail width of 10 feet. Clara City will apply for TAP funds to construct a sidewalk on the east and west side of County Road 2, roughly from 10th Avenue North to Main Street North.

Clean Energy Resource Teams (CERTs) –

Applications for the CERTs Seed Grant will be reviewed on November 17th. Kristi sits on the steering committee and reviewed and scored the 6 grant proposals.

Blandin Broadband – Jacki, Melissa

Feasibility Study – The IT Directors have reviewed the proposals and we will be extending a contract to Elert and Associates. Erin hosted a stakeholder meeting on October 8th and invited attendees to serve on the task force for the project.

Additional projects were funded by Blandin. A brief description of the projects is as follows:

- 1) **Coordination of IT staff** – Identifying areas that could be improved with efficiency and shared resources.
- 2) **Rural Connect** – Melissa and Jacki held their first regional recruitment meeting on September 29th. The group came to consensus of creating short lifestyle videos to help market our region.

Historic Resources Advisory Committee (HRAC) - Kristi

Kristi is a deputy chair on the HRAC committee which meets 2x/biennium to determine which Legacy grants to approve for funding through the Minnesota Historical Society. Kristi sat through two days of reviewing 83 grants. They approved \$3.5 million worth of funding.

Project development:

Laura Musser Grant – Kristi

We submitted a Laura Musser Grant to continue with Regional Public Art Planning. The grant request was for \$5000 with a \$300 match from the UMRDC.

Bush Grant – Kristi, Jacki and Dawn

We submitted a Community Innovation Grant through the Bush Foundation for \$200,000. This grant would allow us to implement projects for Regional Recruitment with an emphasis on video production.

Contracts active in FY15/16

Appleton Technical Assistance
Appleton SCDP
Benson SCDP
Big Stone HM
Canby Zoning Ordinance Update
Chippewa HM
Clara City SCDP
Dawson Sidewalk Plan
Federated Broadband
Granite Falls Bridge
Granite Falls EDA Grant
Granite Falls Fiscal Agent
Granite Falls Volstad House
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 2017
December 2015
April 2016
December 2014
April 2016
December 2016
April 2015
Fall 2015
December 2015
March 2016
June 30th, 2015
November 30, 2015
December 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: November 24, 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.

- **November Activity**

- Worked on orientation with Laura Ostlie, new Loan Officer. She started Nov 2.
- Worked on employee exit work with Erin Smith. Her last day was Nov 6.
- Attended the NADO Annual Planning Conference in New Orleans.
- Jacki and I met with Neil Linscheid from Extension to talk about a dilapidated or underutilized building survey inventory they will be completing in our region.
- Attended 2 community input meetings about the Milan Bridge rehab/replacement.
- Presented at a regional trails committee meeting regarding trail work I have done in Appleton.
- Fielded several calls and attended some creditor meetings for 2 existing RLF loans.
- Arlene and I worked on budget updates and staff project allocation. Met and reviewed ideas for reallocating Erin's work.
- Attended a meeting hosted by the Blandin Foundation about developing some training opportunities for community development staff around the state.
- Attended the Blandin Broadband Conference to share updates about the 3 Blandin Funded projects we have underway and to learn about new related opportunities and resources. Hopefully Swift County (via Federated Telephone) will be awarded state broadband funds at this meeting.

- **October Activity**

- Attended a board meeting for the Southwest MN Housing Partnership in Slayton. Kristi and I also attended the grant opening for the Partnership's new ArtPlace Grant that will connect art and community development.
- Met with the LQP Health Network CEOs to talk about ways the RDC can help them with their planning, grant writing and community needs.
- Met with Arlene to review some policy changes based on the MCIT training staff attended in June.
- Met with Arlene, Jacki and Kristi on several occasions to review final 2015 budget closeout, 2016 new budget set up and staff time allocation.
- Followed up on several existing RLF loans including several default loans and one existing loan that is having budget concerns.
- Melissa and I attended a planning meet with local community members who want to contract with the RDC to help organize an Appleton OHV park event.
- Attended a Swift County Strategic Planning committee meeting to review and discuss the communication plan for the County (including that for the Appleton prison facility),

housing redevelopment plans and other items that were identified in the County Strategic Plan.

- Attended the quarterly meeting of the RDC Directors in Detroit Lakes.
- Attended Erin's Regional Broadband Feasibility meeting and helped to develop the contract for the consultant who will be completing the study.
- Attended a Southwest MN Workforce Innovation and Opportunity meeting in Redwood Falls to help identify workforce issues and opportunities.
- Attended several planning meetings for Swift County on the marketing of the region for the State to lease the Appleton prison.
- Had several conference calls on 2016 research topic prioritization for the Center for Rural Policy and Development. Also participated in an Executive Committee meeting for the Center's personnel review process.
- Attended the Center for Small Towns Advisory Council meeting in Morris.
- Will be attending the 2016 NADO Annual Training Conference in New Orleans.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMRDC Commissioners
FROM: Dawn Hegland
DATE: November 24, 2015
RE: Staffing

Erin Smith resigned as of November 6. She took a planner job in the City of Victoria. Erin was part time CERTS staff and working on Appleton Zoning, Blandin Feasibility Study, the Regional IT Coordination Network, and some grants administration. We have determined that we will not be replacing her position at this time and are carefully reviewing her projects and who might be best positioned to work on them in the office.

Laura Ostlie joined as the new Loan Officer on November 2. She currently lives in the rural Benson area as was previously working as a credit counselor for Lutheran Social Services. Laura will be part time RLF and we are determining what other areas we will ask her to work on.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMRDC Commissioners
FROM: Laura Ostlie, Loan Officer
DATE: November 24, 2015
RE: RLF Update

LOAN STATUS REPORT**DEFAULTS (90days+)**

Madison Meats – No change since last update. Declared personal bankruptcy, we continue to hold a UCC on the business but Klein Bank has liquidated any equipment and has the property and there will not likely be any value left after the bank sells the property. We can consider writing off the remaining portion of this loan. Balance is \$8,160.21.

Appleton Meat Center – No change since last update. Co-op Credit Union of Benson is in foreclosure process. Balance is \$17,066.19.

DELINQUENT (less than 90 days)

None

DEFERRED PAYMENTS

C & L – They were on interest only June-September. Regular payments resumed in October.

PAID IN FULL

None

LOANS APPROVED BUT NOT DISBURSED

Do-Mats of Benson: \$100,000. Complete finance package is still being processed. Sublease agreement with a portion of the new building is still being finalized. REED funding through Agralite Cooperative was able to take on a larger portion of the total package so the SWIF dollars will not be used at this time. Other partners will include Klein Bank, REED Fund, Swift County RDA and the RLF. In conversation with Klein Bank it is likely that this project may not get started until spring.

PAYOFFS / BALLOON PAYMENTS ANTICIPATED

None

NEW LOANS

No new leads or inquiries. Laura's first role will be getting out to banks and EDAs introducing herself and looking for new partner loan opportunities. We are in need to getting some dollars out in projects to maintain our requirement of having no more than 25% of fund portfolio on hand. If you know of projects in your community please let me know!

OTHER

Vulnerable Loans:

- Corner Stop of Maynard: A catch up payment was received for June-Sept and regular monthly payments started in October.
- R&R Outdoors: Lenders met with owners and established a cash flow issue. Made a referral to the SBDC to look at cash analysis and perhaps a business exit strategy. Will continue to monitor the status closely.
- Northern Geo: Lenders met with the owner as he was looking for additional working capital at this time. There was discussion around his likely upcoming cash flow issues. Referrals were made to REED, USDA, etc. as to possible working capital lending options.
- Friendship Cafe: After a NSF notification from the bank came through, communication was made to the borrowers and their attorney. F & M Bank currently are in the process of accepting a deed in lieu of foreclosure of the property. With that accepted option, the remaining \$4,510.25 with UMRDC would need to be satisfied. A payoff statement was sent to Friendship Cafe's attorney as he requested due to quick turnaround process per F & M Bank's requirement for the proposed deal.

UMVRDC RLF Staffing:

Laura Ostlie started as part time loan officer November 2. She will have other RDC duties as well. Her contact info is:

Laura Ostlie

Loan Officer

Upper Minnesota Valley Regional Development Commission

323 W. Schlieman Ave.

Appleton, MN 56208

Direct:320.289.1981 ext. 102

Cell:320-444-1114

RLF Plan Update:

Laura, Jacki Anderson and I will be working through some loan plan best practices and will be bringing forward some changes to the loan plans over the next 6 months.

RLF Training:

RDCs across MN are planning some joint training in February to share best practices and have an opportunity to learn from one another. Additional training needs and certifications will be discussed. I will also be talking about other relevant training and learning opportunities for Laura.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: November 24, 2015

RE: 2015 Meander Economic Impacts

I am just finishing calculating the data for the 2015 Meander Economic Impacts and will have a handout of results available at the meeting.

No Action Requested: Informational Only



2014 Meander Economic Impacts

\$108,207 Total reported Meander art sales to customers during the Meander weekend.
(42/42 surveys reported)
2013 reported \$90,874 with 40 surveys returned

\$2,576 Average reported art sales per artist. (12% increase from 2013!)

76% Money raised to organize the Meander through sponsors and artists was spent on products or services (printing, paper, advertising, graphic design, staffing) in the five county area. Meander spent over \$10,000 on advertising in 2014; 27% of the total budget.

97-1400 Reported total number of customers at individual studios for the entire weekend.

11 studios Average number of studios customers visited.

2.8 people per travel party (on average)

81% of customers said the quality of the art was excellent

81% of customers said their overall experience was excellent

53% did NOT attend last year

81% plan to attend again next year

17% maybe plan to attend next year

36% came from within 5-county area

25% came from greater Minnesota (outside 5-county area)

20% came from the metro area

19% came from out of state

Average Expenditures per Customer

(385 reporting in 2014 vs 373 in 2013)

\$121 on Meander Art (\$112 in 2013)

\$40 on Food/Gas (\$41 in 2013)

\$12 on Shopping, other than art (\$20 in 2013)

\$11 on Lodging (\$16 in 2013)

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Director
DATE: November 24, 2015
RE: 2016 Employee Health Insurance and HSA Contribution

Arlene and I have been reviewing options for our employee health plan and are planning to switch to Blue Cross of MN this coming January to save the agency and our employees some dollars in premium costs. The change will have our single deductible move from \$3000 to \$3200. When the RDC switched to a high deductible plan a number of years ago we tried to soften the switch to a high deductible by contributing to the employee's HSA. The RDC has been making contributions to employees for half the deductible cost (\$1500) and the Commission has voted on the annual contribution every year so it can be considered as part of our overall agency budget.

With a slight increase in the deductible I would ask that the Commission consider increasing their 2016 contribution to \$1600 per employee. This amounts to \$1000 more a year for the Commission and the cost savings we will have by switching to this new plan will more than make up the increased cost in HSA contributions. The total cost savings to the Commission, if you agree to this change, will be a about \$5,000 less than we are paying for insurance in 2015.

We have several employees who do not take our insurance and who do not have HSA-qualified plans and we have it in current policy to provide the HSA payment amount directly to staff in lieu of an HSA contribution.

ACTION REQUESTED:

Authorization to contribute \$1600 in 2016 per employee toward the employee's HSA or directly to the employee if they are not taking the RDC provided insurance and do not have a HSA-qualified health plan.

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: RDC Staff

DATE: November 24, 2015

RE: BHAG Meetings

The BHAG Committee's will be meeting prior to the Commission meeting. A member of each committee will provide an oral report on their committee meeting at the full Commission meeting.

- Community Development
- Marketing
- Board Stewardship

INFORMATIONAL ONLY- No Action requested



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

Community Development BHAG Committee Meeting

Tuesday, November 24th, 2015

5:00 pm – 6:30pm

Light supper provided

Community Development Members:

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

RDC Staff:

Jacki Anderson, Kristi Fernholz, Laura Ostile, Barrett Voigt, Emily Zandt

BHAG Goal: Be the premier agency for Community Development in Region 6W.

Agenda

1. Choose a person(s) to recap our discussion.
2. Review FY16 Work Plan, Progress and Highlights
 - a. Working on developing contracts for the current fiscal year
 - b. Broadband work is going to remain strong in FY16 pending funding availability
3. CEDS Connection Review

PROJECTS	CEDS GOAL AREA
Revolving Loan Funds	Supporting Businesses
CEO Program (Youth Entrepreneurship)	Development Talent
Broadband Applications	Supporting Businesses / Building Communities
Healthy Living / Sidewalk Plans / SRTS	Building Communities
Coordination – PW/ Meander/ Broadband/CERTs	Supporting Businesses / Building Communities
Resiliency – Hazard Mitigation Plans	Building Communities
Dilapidated Structure / Housing Coordination	Building Communities
Appleton TA/Canby & Ortonville Zoning	Building Communities

4. Discuss opportunities for additional contract work.
5. Questions to consider:
What emerging issues / opportunities do you see in the region?

2016 Community Development BHAGs

Goal: Be the premier agency for community development in Region 6W.

Base Camps:	Timeline	Measurement	Outcomes	Other considerations to base camps:
5-year (2007 - 2012): Have contracts with 50% of our LUGs (at least 29 out of 58 LUGs)	5-years	24 of 58 LUGS = 41% for 2007 - 2012		- Repeat customers
10-year* (2013 - 2018): Have contracts with 60% of our LUGs (at least 34 out of 58 LUGs)	5-years	X of 58 LUGS = XX% for 2013 - 2018		- Budget met
*10-year Amendment (2013 - 2018): Have contracts with 100% of our Counties, 80% of our Cities over 1,000, 20% of our Cities under 1,000, and 50% of our school districts.	5-years			- Number of new contracts
15-year (2019 - 2024): Have contracts with 75% of our LUGs (at least 43 out of 58 LUGs)	5-years			- Post participant survey results - 5-year assessment survey results

	Tactics	Timeline	Measurement(s)	Outcome(s)	Accomplishments			Fits CEDS Goal
					Last Year	This Year	Next Year	
Strategy A: Increase relationships with LUGs to better serve their needs.	1. Survey LUGs to find out what their short- and long-term projects are, issues they are facing, what they are planning to do vs. what they want to do and how the RDC can better assist them. Follow up with phone call or email to encourage completion of survey. (Corresponds with Marketing BHAG)	Fiscal Year	Was the survey sent out? What were the response rates?	June - August 2015 Survey results: 36 responses				
	2. Follow up with LUGs on community project needs as identified by the survey results via phone, email, letter and/or in-person visits. Track the community project needs throughout the year by incorporating them into monthly planner meetings. Update the Comprehensive Economic Development Strategy (CEDS) project list each year based on the projects identified from the results of the survey.	Fiscal Year	Was follow-up completed?	June - August 2015 Survey follow up: Contacted communities that had written plans to notify of TAP and SRTS funding solicitations				
	3. Review the goals and strategies outlined in the CEDS to track progress made in the region and to identify new ways to work toward the goals and strategies in the CEDS. Update progress made for the CEDS annual update.	Semi-annually (October and March)	Did we review projects twice a year?					
	4. Developing relationships / partnerships with new organizations that can help fulfill the needs of our local units of government or leverage talents, skills and resources to better the reigon	Fiscal Year	Who have we identified to reach out to?	MnHS - partnership for Byway KMS - Safe Routes to School Planning Grant DHS USDA				
	5. Strategic efforts to meet with all cities over 1,000 in population both staff and councils	Fiscal Year	Has at least one planner met with council, has at least one planner met with city staff?					
	6. Strategic efforts to meet with all counties both commissioners and county staff	Fiscal Year	Has at least one planner met with commissioners, has at least one planner met with county staff?					
Strategy B: Target LUGs with opportunities that help accomplish their goals and provide an opportunity for the RDC to secure enough contracts to balance the budget.	Tactics	Timeline	Measurement		Accomplishments			Fits CEDS Goal
	Last Year	This Year	Next Year					
	1. Seek out 24 (2 per month) grant/loan opportunities throughout the year from state, federal or local entities for which communities could apply for. (Corresponds with Marketing BHAG)	Fiscal Year	How many opportunities were sent out?					
	2. Develop enough contracts to successfully fulfill the agency budget while serving the needs of our region and communities.	Fiscal Year	Did we meet the budget?					
	3. Develop a marketing campaign (including pricing and scope of services) to promote strategic planning services to LUGs.	Fiscal Year	Was a marketing campaign developed and sent out? What was the response from LUGs?	Connected with individual cities for their specific needs: Watson, Benson, Maynard Museum				
4. Provide a follow-up contact for additional services for every "plan" that the RDC completes during the fiscal year. Incorporate a plan for follow-up into monthly planner meetings.	Fiscal Year	Follow-up	Hazard Mitigation: Sirens, provided a list of cities with siren needs to USDA SRTS and Byway addedum: TAP funding solicitation Regional Trails Plan					

Strategy C: Provide a regional format and platform for education.	Tactics	Timeline	Measurement		Accomplishments			Fits CEDS Goal
					Last Year	This Year	Next Year	
	1. Host or coordinate at least six trainings or workshops. Topics: Census Data, Transportation, Regional Recruitment, Chamber/Tourism, Housing, Empty Buildings	Fiscal Year	How many training events occurred?	Housing: Dilapidated Housing meeting 8-2015 MnDOT open house Milan Bridget meeting				
	2. Collaborate with regional partners to offer impactful initiatives and learning opportunities (CERTs, Workforce, etc)	Fiscal Year	# of new connections?	CERTS: Local food system study: Extension and SHIP Workforce Summit:				
Strategy D: Continue to be a driver in developing regional programming, planning and platforms.	Tactics	Timeline	Measurement		Accomplishments			Fits CEDS Goal
					Last Year	This Year	Next Year	
	1. Identify potential seed funding for the Regional Recruitment (RR) Initiative to address CEDS strategies to develop programs to attract, retain and retrain employees as well as develop a regional brand and develop marketing and tourism opportunities.	Fiscal Year	Were seed funding opportunities identified? How many?	Blandin Rural Connect funding (\$18,000 procured) Bush Community Innovation Grant submitted (\$200,000 pending)				
	2. Expand regional art programming (more art-based projects, complimentary events, etc.). Identify communities that would be interested in collaborating on a public art project and what funding sources can connect various projects together.	Fiscal Year	How many events/projects?	Laura Musser Grant submitted (\$5,000 pending) for regional public art planning.				
	3. Respond to requests to coordinate regional programs or topics such as:	Ongoing	Did we respond to regional needs/requests?					
	Food Hub			Local Food System Study grant proposal				
	Aquatic Invasive Species							
	Health Impact Assessment							
	USDA programs			Multiple meetings				
	Google Street View							
	Regional newcomers meetings (RR)							
	Libraries – what are the regional needs?							
	Climate Change study							
	Community Healthcare							
	EDA Staff / RLF Management							
	HM Implementation		Inquired with all cities about siren needs	Potential meeting for Cities and USDA to grants				
	Housing Topics / Projects			RCDI grant for housing				
	Healthy Communities							



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

Marketing BHAG Committee Meeting

Tuesday, November 24th, 2015

5:00-6:30 p.m.

Light supper provided

Marketing BHAG Committee:

Scott Peterson, Jeff Olson, Rusty Dimberg, Juanita Lauristen, Vicki Oaks, Warren Rau, Gary Johnson, Gene Stengel

Marketing BHAG Staff:

Melissa Carruth, Kristi Fernholz

Marketing BHAG Goal:

**All local units of government (LUGs) in Region 6W
will know who we are and what we do.**

1. Choose a person to recap our discussion
2. Review FY16 progress and highlights
3. Questions to consider:
 - What emerging issues /opportunities do you see in the region?
 - Collaborations?

Any time you have questions, comments, suggestions, etc. please email or call us!

melissa.carruth@umvrdc.org or 320-289-1981 x 105

kristi.fernholz@umvrdc.org or 320-289-1981 x 106

Marketing BHAG: All local units of government (LUGs) in Region 6W will know who we are and what we do

Base Camps:

- 5-year: 70% of our LUGs
- 10-year: 80% of our LUGs
- 15-year: 90% of our LUGs

FY16: Year 8 of BHAG

Strategy A.	Tactics	Timeline	Measurement	Accomplishments since 7/01/15
Continue to create marketing materials based on our brand/slogan, keeping them simple, professional and useful. Refine existing materials and digital marketing to meet our changing needs.	1 RDC Website:			
	Staff will have an annual review and make updates to the website in FY16	12 months	Annual review - meeting	
	Each staff member will go through their section of the website and make updates	12 months	Sections updated	<i>Prairie Waters, Transportation, SRTS, CERTS, HM</i>
	Place blog posts on website at least 1 x every other week.	12 months	at least 26 times	<i>11 Blogs</i>
	2 Email Blasts:			
	Monthly planner update e-blast for every RDC meeting.	Monthly	at least 11	<i>5 mtgs (5 blasts)</i>
	Monthly planner update to County Commissioners & City Administrators/Managers after every RDC meeting	Monthly	at least 11	<i>4 Planner Updates)</i>
	Email blasts (Constant Contact) - Other e-blasts as determined by planners (per Community Development BHAG)	Ongoing	at least 24	<i>38 eblasts</i>
	Marketing pieces we currently utilize: - website - annual report - newsletter - commissioner cards - note pads & pens - business cards - brochure - facebook	3 Press Releases:		
For events, opprtunities, grants received/awarded, exciting projects and newsworthy items.		Ongoing	at least 12	<i>14 Press releases</i>
4 Feature Projects or Case Studies:				
Continue to create feature projects or case studies to use in packets and on RDC website.		Ongoing	at least 6	<i>(2) - Montevideo Art, Zoning</i>
LUG success stories		12 months	2 different cities/counties	
5 Misc Marketing:				
Highlight different commissioners & staff members in newsletter & on website.		12 months	4 newsletters + website	<i>2 staff + 2 RLF members</i>
Check each city's and county's website to make sure they are linked with the UMRDC website.		12 months	Annually	
Explore having aerial photos taken of our region and the downtowns of each of our cities. Airplane/Drone	12 months	Get price quote & discuss with		

Tactics		Timeline	Measurement	
Strategy B.				
Continue a distribution strategy with effective communication to our clients (LUGs) that is broad-based but with a focus on cities and counties. Continue outreach to townships, cities, counties, schools; and to a lesser degree, the general public.	1 Reach out to all 5 counties:			
	Send community development survey to county staff. Follow up with phone call to encourage completion of survey. (CD BHAG)	12 months	5 surveys	<i>Survey sent in June for 2016 (3 Respondents)</i>
	Executive Director will visit each county board with updated information about the UMVRDC, PW staff will also present.	12 months	5 board visits	<i>Yellow Medicine County & Chippewa County</i>
	Once updated, connect with each county regarding their county profile.	2 years		
	2 Reach out to all 37 cities:			
	Send community development survey to all cities. Follow up with phone call to encourage completion of survey. (CD BHAG)	12 months	37 surveys	<i>Survey sent in June for 2016 (33 Respondents)</i>
	Visit at least half of our city councils each year. (CD BHAG)	12 months	18 city visits	<i>13 visits</i>
	Visit 5-10 city staff as strategically identified by planning staff.	12 months	at least 5 city visits	<i>3 visits(Watson, Benson, Maynard)</i>
	3 Reach out to townships:			
	Attend all 5 township association meetings.	12 months	5 meetings	<i>Anticipated for Spring</i>
	4 Reach out to school districts in our region:			
	Send out email blast to give useful information to our schools.	12 months	5 blasts	<i>7 eblasts</i>
	Executive Director or other staff will meet with at least 3 school boards.	12 months	3 meetings	
	5 Reach out to tribal government and staff:			
	Send survey and follow up with phone call.	12 months	1 survey	<i>Sent in June</i>
	Annually encourage a board member appointment.	12 months	1 letter invitation	
	Connect with tribal planner via email, phone calls, and personal meetings at least 3 times.	12 months	3 connections	
6 Contact all newly elected officials. Send packet with annual report, current newsletter, and staff contact info.	12 months	# of new elected officials	<i>Anticipated for December</i>	
7 Partner/host opportunity for new county commissioners to learn more about the RDC.	12 months	1 event/year		
Tactics				
Strategy C.				
Evaluate effectiveness of marketing campaign with goal of measuring 70% basecamp in 2015. (70% = 41 contacts out of 58 possible)	1 Complete a spreadsheet showing meaningful staff contact and meetings with each of our LUGs: 5 counties, 37 cities, 1 tribal govt., 10 school boards, 5 township assoc. annual meetings.	12 months	per LUG	<i>See spreadsheet</i>
	2 Use the annual community development survey to ask specific questions to each of our LUGs about whether they know who we are and what we do. 5 counties, 37 cities, 1 tribal govt., 10 school boards	12 months	per LUG	
	3 Gather website statistics to evaluate the use of our website.	12 months	Compare with past months/years	
Tactics				
Timeline				
Measurement				



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

Agenda

UMVRDC Board Stewardship Committee
5:00 p.m., Tuesday, Nov 24, 2016

BHAG: The RDC Commission will have 100% of the Board Members engaged in stewardship for the UMVRDC.

Members:

Scott Peterson
Debra Lee Fader
Jim Dahlvang

Jeff Olson
Graylen Carlson
Kathi Thymian

Light Dinner Provided

5:00-6:30

1. Review 2016 Goals (attached)
2. Comments, suggestions, and ideas for 2016
3. Health Insurance

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

Goals

Take a leadership role in fostering regional cooperation and coordination among local units of government and other area entities.
Aid local units of government in obtaining, retaining and sustaining programs necessary for rural survival.
Promote ongoing share planning among all local units of government.
Develop the UMVRDC's reputation as the region's central point of access for information and assistance.
Fully develop the knowledge and expertise of commissioners and staff.

Board Stewardship: The RDC Commission will have 100% of the board members engaged in stewardship for the agency.

Base Camps:

Attendance maintained at 80% or better.

80% of board surveys report that board members feel engaged with meetings and agenda.

Staff receives important information through discussions and interaction at board members that lead to projects

Strategy A.	Tactics	Timeline	Measurement	
Develop an orientation strategy for all newly appointed Commission members to make sure all commissioners have a sufficient level of knowledge and understanding of the Commission to enable them to be strong advocates of the RDC.	1. Update orientation manual annually. Include a 1 page executive summary, revised acronym list.	Annually	Orientation manual will be updated with new board policies.	No new board policies.
	2. Executive Director will meet with all NEW Commission members to review orientation packet. Have new members sit in on RDC meetings for a few months before doing the orientation.	As needed	The Exec. Dir. met with all new board members. Have an existing board member there to share perspective.	Need to meet with Gene Stengel
	3.RDC staff take turns with 5-minute staff report at the board meeting	Monthly	Staff reports will be included at every meeting	Ongoing
	4. Annually discuss special interest group board positions and reappoint members and or solicit new members. Current positions include: Prairie 5, Workforce Council, EDA.	Jun-15	A decision will be made by the board on whether to change or add any new public interest reps.	No new reps in FY 2016
	5. Survey newest members about what questions they have after being on the board for 1 year and modify the orientation to include the information.	As new members are brought on	Survey completed and orientation modified.	Need to do.
	6. Provide orientation summary with full board each year and ask them to renew their board member commitment form and conflict of interest form.	July August and as new members join	Orientation summary will be provided and all members will renew their board member commitment form.	Perhaps in Feb?
Strategy B.	Tactics	Timeline	Measurement	
To create a agenda that fully involves commissioners in policy setting and decisions and allows for the monitoring of BHAGs.	1. Set BHAG committees and meet prior to Commission meetings. BHAG committee meetings will rotate. Members will have 2- year terms- every year 1/2 of each BHAG committee rotates.	Every year	All BHAG committees will meet in Nov, March, June	In progress
	2. Annually meet to review and discuss budget	May		April or May

	3. Annually meet to review and discuss policies and personnel reviews and COLA	Jan		January
	4. Commission members will report their committee discussion at RDC meetings. Staff will ask for a volunteer committee member to report.	Monthly	Board members will report to full board at each meeting.	
	5. Continue to implement the round robin at Commission meetings.	Monthly	Round robin will be held.	Ongoing
	6. Have presentations under the discussion portion of the agenda. This could include speakers from communities, organizations or agencies.	As determined by staff	At least 4 presentations will be made.	Ideas? Suggestions?
	7. Continue to utilize the Planner Update to inform and educate board members about the services and projects of the UMRDC. Summarize topics better. Work with staff to determine what should be an info memo vs the planner update. Ask Commission members to share planner update with their boards/councils and share with others: city, county, school, EDA, P5 staff, county/city staff	Monthly	Add a question on survey to see if members are reading, sharing or have suggestions for the planner update. Provide a separate PDF version on web site for sharing when we post the board packets.	Have started new eblasts
	8. Monitor attendance of board members per bylaws. Ask Chair and other board members to inquire about and encourage attendance - Give an annual perfect attendance award	Monthly	Members will talk to those members absent from 3 meetings. Hand out attendance sheet at each meeting.	Discussion
Strategy C.	Tactics	Timeline	Measurement	
Create a process for ongoing leadership training and assessment of Board functioning.	1. Implement an annual board retreat. Alternate between board leadership training and agency strategic planning	Annually	During FY15 at least one agency strategic planning session will be held with the board.	
	2. Survey Commission members about board meetings. Review results with Chair.	Monthly	Send to all members	Ongoing
	3. Complete NADO board self assessment help identify important areas of board operation that need improvement; measure progress toward the board's existing plans, goals, and objectives; define the criteria for an effective and successful board of directors; build trust, respect, and communication among board members; and enable individual board members to work more effectively as a team.	Annually have board and staff complete the survey	NADO board assessment will be completed and discussed for new strategies to incorporate in this BHAG	Done in spring

Strategy D.	Tactics	Timeline	Measurement	
Board members should identify opportunities for the RDC to work with projects in the region.	1. Suggestions for potential work will be shared at the round robin or directly with staff throughout the month.	Monthly	Ideas will be shared each month for staff to follow up on.	Ongoing
	2. Each year prior to RDC visit with county board, have county rep work with RDC staff to develop summary of what the RDC has been up to to report out at the meeting		Check in will occur	Melissa and or I visited this summer.

	How do we engage city staff more so they call us for help?			
	How do we prime board members with information so that they can share with their board that we can be a resource?			
	Are we delivering cost effective services?			
	Are we being responsive to the needs of the region			
	Are board members bringing opportunities to us? Are we listening? Are we being responsive?			
	Why are people choosing competitors like DSI over us? (Madison, Dawson, Canby)			

DISCUSSION MEMO

TO: UMRDC Commissioners

FROM: Jacki Anderson

DATE: November 24, 2015

RE: Develop MN Project
A project by Minnesota Association of Development Organization (MADO)

Develop MN is a collaborative effort between all Minnesota development organizations to create an economic development strategy for greater Minnesota. This statewide project is very similar to our regional Comprehensive Economic Development Strategy (CEDS). Our goal is that the plans will work together.

DevelopMN has identified four cornerstones for strong regions and communities:

- Human Capital
- Economic Competitiveness
- Community Resources
- Foundational Assets

The framework of the plan has been created, the SWOT analysis has been reviewed and today we are working on finalizing the goals and strategies under the four cornerstones. Included with this memo is a summary of the work to-date and drafted materials.

The Develop MN plan is anticipated to enter the implementation phase in early 2016. This means our individual regional work will regularly be rolled up into the statewide goal metrics.

This collaborative effort has moved up the due date of our regional CEDS update which is now due December 2016. The Develop MN plan has created the frame work for all regional CEDS throughout the state. We will kick off our regional CEDS update in January 2016.

Discussion Only: No action requested.



Progress to Date

Consultant shares national processes and examples

Workplan, benchmarks and timelines with responsible parties developed

Community Cornerstones developed

Data measures determined with data partners

Project Branded as DevelopMN

Federal EDA sets common due date for all Minnesota RDO's CEDS – allowing for greater alignment with DevelopMN

New, common template for regional CEDS, and Outline for DevelopMN CEDS created

Partners identified for input & coordination with MADO

Several partner meetings held on processes and next steps

Minnesota Association of Development Organizations (MADO) is comprised of ten Minnesota Regional Development Organizations (RDOs). MADO's purpose is to promote and create economic prosperity in greater Minnesota through alignment of a strong network of RDOs, the communities they serve, and the federal and state agencies that share their commitment.



DevelopMN is a project to improve the regions and communities we serve by creating a new statewide framework for community and economic development to address the special challenges and opportunities of Greater Minnesota. DevelopMN will create a unified assessment of the state of Greater Minnesota, develop regional strategies to address common issues, and engage partners across the state to achieve goals.

DevelopMN has identified four cornerstones for strong regions and communities: Human Capital, Economic Competitiveness, Community Resources, and Foundational Assets.

Greater MN Prosperity



Minnesota Regional Development Organizations are committed to providing collective leadership for greater Minnesota.

 **Human Capital**

- Workforce training & educational resource networks
- Educational attainment (well-educated workforce)
- Competitive public school system that encourages post-secondary education

- Workforce turnover as population ages
- Workforce supply does not meet demand due to preparedness, participation, and competition
- Population outmigration
- Timely adaptation to changing needs
- Insufficient rural awareness of local training and employment opportunities
- Unmet demand for specialized workers

- Population and workforce expansion through immigration
- Investment in talent retention and attraction
- Utilizing retirees knowledge and experience
- Marketing quality of life and economic opportunity to millennials
- Entrepreneur training
- Develop and implement college and career awareness programs

- Competition for human capital on the local, regional, and global scale
- Aging population
- Highly competitive industries in neighboring states drawing many skilled workers out of the region
- Policy and regulation around customized training
- Shortage of specialized workers
- Employment for trailing spouse

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STRENGTHS

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 **Economic Competitiveness**

- Well-developed economic and business development networks providing technical and financial assistance to businesses and communities, including gap financing
- Strong core industries include traditional resource based industries and emerging industries, such as health-care and retail

- Facing a severe workforce shortage
- Wage and career advancement opportunities are in competition with other regions
- Perception of high cost of doing business in MN
- Lack of a *culture of innovation*
- State and federal development programs are not oriented to the largest part of our economy
- Inconsistent, lacking funding model for Greater MN SBDCs
- Poor access to financing models
- Underdeveloped linkages between industries and businesses

- Support societally and environmentally aware entrepreneurs/businesses
- Challenge the business perception of MN by eliminating unnecessary delay, regulations, taxes and providing assistance to offset business costs
- Increase awareness of the benefits of business in MN
- Broaden access to start-up capital to encourage innovation
- Increase trade and development opportunities with neighboring states and Canada
- Capitalize on bio-energy to expand and create businesses
- Utilize the knowledge and skills of retirees
- Utilize workforce centers and technology/business incubators

- Long-term labor force trends
- Lack of control over state and federal policies
- Natural disasters, including pandemic
- Resource based industries are susceptible to changes in the global commodity markets and energy prices
- Undiversified economies are susceptible to impacts from macroeconomic events

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THREATS

 **Community Resources**

- Quality, diverse K-12 opportunities
- Strong higher education institutions
- Extensive, diverse tourism infrastructure, programs, and options
- Diversity and abundance of natural amenities
- Resource-rich in non-profit/service agencies
- Art communities gaining strength
- Public safety of rural communities

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STRENGTHS

- Perceptions of the health of rural communities
- Shortage of new and emerging community leaders
- Lack of inclusion from traditional leadership
- Lack of growth defining community identities
- Gaps in rural health care services
- Decline of downtown economies and buildings

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WEAKNESSES

- Empowering and encouraging new and emerging leadership
- Place-making through arts and culture
- Expand on tourism opportunities
- Promote liveability, public spaces, and identity
- Community preservation and enhancement
- Healthy communities initiatives

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OPPORTUNITIES

- Funding shortfall and lack of support for education
- Arts are not a funding priority
- Natural resource degradation by industry
- Fears of racial diversification
- Balancing economic, recreation, and aesthetic needs for natural resources
- Growing economic divide-less social cohesion

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THREATS

 **Foundational Assets**

- Productive land
- Accessible water
- Existing road systems are safe, and serve their principal economic needs well
- Multi-modal transportation systems
- Broadband is recognized as a state-wide priority

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STRENGTHS

- Housing continuum (quality, affordability, availability)
- Age of housing stock/value gaps
- Broadband deployment and connectivity
- Limited shovel ready sites
- Failing ISTS and contaminated private wells, added costs of changing regulations/standards
- Disinvestment and deferred maintenance in community facilities and infrastructure

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WEAKNESSES

- Expand broadband/fiber footprint in greater MN
- Identify partnerships and resources to maximize infrastructure investment
- Develop public private partnerships to identify solutions for housing challenges
- Shared services/resources and intergovernmental cooperation

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OPPORTUNITIES

- Ability to meet ROI for broadband providers
- Reductions in funding from public and private sources
- Valuation disparity for housing
- Tax forfeited properties and declining tax base
- Cost of infrastructure replacement and maintenance
- Rail condition, hazardous conditions, and competition for freight space
- Macro economic trends influence on local spending decision making

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THREATS