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

BOARD MEETING AGENDA
September 22, 2015 - 6:30 PM

Introductions
Approve Agenda/Additions

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

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

2. **Information Items**
   a. Planner Update
   b. Executive Director Update
   c. RLF Update
   d. Prairie Waters Gathering Update

3. **Action Items**
   a. RLF Loan Advisory Board Membership
   b. Clinton-Graceville-Beardsley Hedgehog Application
   c. October RDC meeting

4. **Discussion Items**
   a. Annual Meeting follow-up
   b. City Survey Update

Adjourn
Next Meeting Date: **Tentatively:** ***Tuesday, October 27, 2015***

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

RDC BOARD MINUTES-ANNUAL MEETING

Upper Minnesota Valley Regional Development Commission
Hinterland Vineyards & Winery
July 28, 2015

Board Members Present:	Juanita Lauritsen, Jim Dahlvang, Scott Peterson, Kathi Thymian, Brent Olson, Rusty Dimberg, Mark Bourne, Jim Schmaedeka, Gary Hendrickx, Vicki Oakes, Warren Rau, Graylen Carlson, Gary Johnson, Mike Fugleberg, Gene Stengel, Justin Bentaas
Board Members Absent:	Jeff Olson, Bruce Swigerd, Brett Buer, Debra Lee Fader, Scott Rixe
Staff Present:	Dawn Hegland, Arlene Tilbury, Kristi Fernholz, Melissa Carruth, Emily Zandt, Erin Smith, Barrett Voigt, Jacki Anderson, Amy Bjornjeld and Jackie Sigdahl
Guests:	Senator Lyle Koenen, Representative Tim Miller, Tom Meium, Al Juhnke, Windy Block, Gary Nelson, Judy Gossen

Call to Order

Chairman Hendrickx called the meeting to order at approximately 5:35p.m.

Approve Agenda/Additions

M/S/P – Mark Bourne, Rusty Dimberg made motion to approve the agenda.

1. Consent Agenda Items

a. Minutes from June 2015
b. June 2015 Treasurer's Report and List of Bills
c. RLF Treasurer's Report
d. FY16 Fund Balance Schedule & Resolution
e. RLF Annual Report
f. Canby Zoning Extension
g. Benson Small Cities Contract
h. Clinton-Graceville-Beardsley Joint Small Cities Contract
i. Watson Strategic Planning Grant Contract
j. Federated Broadband Grant Agreement
k. Appleton Area Health Services Grant Writing Contract
l. Meeting Schedule
m. Minnesota Historical Society Contract for Byway
n. Loan Officer Resignation
o. Meander Fiscal Agent and Grant Application

M/S/P – James Schmaedeka, Mike Fugleberg made motion to accept and approve the Consent Agenda Items as follows:

- Approval of the minutes from June 2015;

DRAFT

- Approval of the June 2015 Treasurer's Report-expenses $83,032 & revenue $190,854 along with the check listings 18693-18737 as presented;
- Approval of the lending balances on the RLF Treasurer's Report $332,072.60-orignal and $68,508.32-disaster;
- Approve the existing GASB54 policy with no changes, approval of the FY16 Fund Balance Schedule & approval of the FY16 Resolution;
- Approval of the 2015 RLF Annual Report;
- Approval of the Canby Zoning Extension Contract;
- Authorize the Chairman or Executive Director's signature on the Benson Small Cities Contract for technical assistance;
- Authorize the Chairman or Executive Director's signature on the Clinton-Graceville-Beardsley Joint Small Cities Contract for technical assistance;
- Authorization of the Executive Director's signature on the Watson Strategic Planning Grant Contract for technical assistance;
- Authorization of the Executive Director's signature on the Federated Broadband Grant Agreement for assistance authoring a state broadband application;
- Authorization of the Executive Director's signature on the Appleton Area Health Services Grant Writing Contract for technical assistance;
- Approve the FY16 board meeting Schedule;
- Authorize the Chairman or Executive Director's signature on the Minnesota Historical Society Contract for Byway;
- Authorize the Executive Director to replace the position of Loan Officer;
- Approval of the authorization of the Executive Director's signature on the Meander Fiscal Agent and Grant Application with Southwest Minnesota Arts Council (SMAC)

2. <u>FY16 Work Plan, Budget, Indirect Cost Plan and Levy</u>

Chairman Hendrickx declared the public hearing open at 5:45pm for the purpose of receiving public comment(s) on the FY16 work plan, budget, indirect cost plan and proposed levy.

3. <u>Annual Report</u>

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

4. <u>Appointments</u>

a. Public Interest Group Representatives

The nominations received for public interest group representatives are as follows:

- Economic Development – Vicki Oakes, Ortonville EDA Director
- Economic Development – Justin Bentaas, Granite Falls EDA Director
- Workforce – Juanita Lauritsen, SW MN Workforce Council Director
- Community Action – Bruce Swigerd, Prairie Five CAC Board Member

M/S/P - James Schmaedeka, Warren Rau made motion certifying the public interest group representatives to serve on the UMVRDC for FY16.

b. Depository

M/S/P – Juanita Lauritsen, Rusty Dimberg made motion to designate the Prairie Sun Bank as the depository for the UMVRDC's FY16 and the Farmers and Merchants Bank as the depository for the RLF's FY16.

5. **Report from Nominating Committee**

Jim Dahlvang representing the nominating committee reported that they were nominating Gary Hendrickx to serve as Chairperson for FY16.

Kathi Thymian, Vice Chairperson, asked three times for other nominations from the floor for chairperson.

M/S/P –Brent Olson, Mark Bourne made motion to cast a unanimous ballot to elect Gary Hendrickx as chairperson for FY16. Gary Hendrickx abstained.

6. **Certification – Board of Director/Election of Officers**

Chairman Hendrickx asked members from each county for their nominations of board member representative and alternate for the board of directors. The nominations were as follows:

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

M/S/P – Rusty Dimberg, Mark Bourne made motion to certify the board of directors and alternates as presented for FY16.

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

a. Vice Chairperson
   M/S/P – Juanita Lauritsen, Warren Rau made motion to nominate and cast a unanimous ballot for Kathi Thymian as Vice Chairperson for FY16.

b. Secretary/Treasurer
   M/S/P – Gary Johnson, Brent Olson made motion to nominate and cast a unanimous ballot for James Schmaedeka as Secretary/Treasurer for FY16.

7. **Close Public Hearing – FY16 Work Plan, Budget, Indirect Cost Plan and Levy**

Chairperson Hendrickx asked for comments(s) concerning the work plan, budget, and levy for FY16. No comments were received. The public hearing was closed at 5:55pm.

M/S/P – Graylen Carlson, Mark Bourne made motion to accept and adopt the work plan, levy, indirect cost plan, and proposed budget for FY16 of revenues of $1,113,124 and expenses of $1,112,504; and authorize the signatures on the Resolution of Authorization for county tax levies payable in 2016.

8. <u>Other Action Items</u>

a. Committee Assignments

ATP-4/TAC – FY16 representative: Rusty Dimberg
ATP-8/TAC – FY16 representative: Jim Dahlvang, Gary Johnson

M/S/P – Kathi Thymian, James Schmaedeka made motion to appoint the UMVRDC representatives to the ATP/TAC committees and to pay per diem and mileage.

The UMVRDC subcommittees for "big huge audacious goals" (BHAGs) were assigned as follows:

Community Development

Brett Buer
Gary Hendrickx
Brent Olson
Jim Schmaedeka
Rusty Dimberg
Bruce Swigerd
Juanita Lauritsen
Justin Bentaas

Marketing

Vicki Oakes
Gary Johnson
Warren Rau
Scott Rixe
Mark Bourne
Mike Fugleberg
Gene Stengel

Board Stewardship

Kathi Thymian
Jim Dahlvang
Debra Lee Fader
Scott Peterson
Jeff Olson
Graylen Carlson

BHAG committees will meet prior to the UMVRDC meetings three times throughout the year.

M/S/P – Jim Dahlvang, Kathi Thymian made motion to appoint RDC representatives to the listed BHAG committee assignments.

Revolving Loan Fund Advisory Committee
UMVRDC
3 Representatives (Gary Hendrickx, Gary Johnson, Warren Rau)

Swift County
Joe Fox – County Commissioner
Vacant – EDA/Banker Rep.

Yellow Medicine County
Louis Sherlin – County Commissioner
Vacant – EDA/Banker Rep.
Big Stone County
Jay Backer – County Commissioner
Vicki Oakes – EDA Rep.

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

Chippewa County
Jim Dahlvang – County Commissioner
Mitch McKay –Banker Rep.

M/S/P – Graylen Carlson, Rusty Dimberg made motion to approve the UMVRDC Revolving Loan Fund Advisory committee members for FY16 and to pay per diem and mileage for the appointed UMVRDC board members (Gary Hendrickx, Gary Johnson and Warren Rau). The remaining RLF members are reimbursed mileage only.

Western MN Prairie Waters Advisory Committee
At-Large: June Lynne (Vice Chair) – Chippewa County Historical Society
Swift County: Gary Hendrickx (Chair) – County Commissioner
Chippewa County: Matt Gilbertson – County Commissioner
Yellow Medicine County: John Berends – County Commissioner
Lac qui Parle County: PJ Ellison – Lac qui Parle EDA
Madison: Maynard Meyer – City Rep./Chamber/Business
Benson: Vacant – City Rep. /Chamber
Granite Falls: Mary Gillespie – City Rep. /Chamber
Appleton: Susan Rittenour – City Rep./Business
Montevideo: Angela Steinbach – City Rep. & Emily Sumner – City Rep. /Chamber
Canby: Nick Johnson – City Rep.
Dawson: Crystal Hansonl – City Rep./Business

M/S/P – Jim Dahlvang, Gene Stengel made motion to approve the Western MN Prairie Waters Advisory Committee members for FY16.

b RLF Loan Advisory Board
Do-Mat's Family Foods in Benson is looking at building a new grocery store. The lead lender for this $3,756,555 project is KleinBank in Montevideo.

M/S/P - Rusty Dimberg, Jim Dahlvang, made motion to approve the $100,000 loan request from Do-Mat's Family Foods with a 10 year term, amortization at a 4% interest rate, and a commitment of funds for a period of one year (lapses July 28th, 2016) to allow for project to be started spring 2016. This loan will be contingent upon USDA's approval, lenders participating and maintaining their positions as stated in the application (shared second on business assets and real estate), and no unforeseen changes in the project.

c. Watson Hedgehog Application

The City of Watson would like to develop some strategic priorities for the City and would like our assistance in this process. The contract is for $4,250 and they are requesting a Hedgehog Grant to assist with this project.

M/S/P - Warren Rau, Vicki Oakes made motion to approve the Hedgehog application for $2,125 for the City of Watson for strategic planning work.

9. **Information Items**

a. Planner Update – A summary of current projects being worked on in the office by various staff.

b. Executive Director's Report – A brief summary of projects and tasks that have required Dawn's time and attention.

10. Discussion Items

None.

Adjournment

A motion by James Schmaedeka, Gene Stengel for adjournment was made at 6:05pm. Meeting ended.

APPROVED BY:

_____

Gary Hendrickx
RDC Chairman

PREPARED BY:

_____

Jackie Sigdahl
RDC Administrative Assistant

#1b

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Arlene Tilbury, Financial Officer

DATE: September 22, 2015

RE: July and August 2015 Treasurer's Reports
July and August 2015 Check Listings

The first item attached is the treasurer's reports for July and August 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 July and August 2015.

ACTION REQUESTED:
For the Commission to approve the July and August 2015 Treasurer's Reports and Check Listings (July - check # 18738 through 18777 and August – check # 18778-18825) as presented.

Encl.

Jul-15					#1b
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
					Page 2
	FY16	**Current**	**YR-To-DT**		
	Budget	**July**	**July - July**		
Agency Revenues					
Interest	3,500	223	223		6%
Levy	291,000		-		0%
- Less HH	(20,000)		-		0%
Miscellaneous	1,500	100	100		7%
Reserve	65,000		-		0%
Programs					
EDA Planning Grant	54,628		-		0%
Transportation Planning Grant	75,000		-		0%
Prairie Waters	91,820		-		0%
MN Byway Oral History Tour Marketing	**27,184**		-		0%
Byway Corridor Management Plan	22,790		-		0%
Art Crawl	46,000	200	200		0%
Greater MN Development Strategy	6,250		-		0%
Revolving Loan Fund Admin	40,000		-		0%
Technical Assistance					
Technical Assistance Contracts Needed	**128,000**		-		0%
Appleton Technical Assistance (Includes $5,000 HH FY15)	**30,000**		-		0%
Appleton SHIP Grant	4,000		-		0%
CERTS	**26,000**		-		0%
Granite Falls Memorial Park (includes 5,000 HH FY 14)	3,453		-		0%
Hazard Mitigation Updates (15,000 FY13 HH)	15,355		-		0%
HM Lqp/Swift	**33,000**		-		0%
Blandin Broadband Feasitility Study	5,000		-		0%
Blandin Rural Connect	**15,000**		-		0%
Blandin IT Coordination	**5,000**		-		0%
Monte Public Arts Proj Dev	2,850		-		0%
Ortonville Zoning	11,985		-		0%
Safe Routes to School Implementation	7,744		-		0%
Upper Sioux Hazard Mitigation (includes $5,000 HH FY14)	5,500		-		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	**3,000**		-		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		-		0%
Granite Falls EDA Grant	7,696		-		0%
Granite Falls Overall Admin	**6,250**		-		0%
Ortonville SCDP	8,778		-		0%
Total Revenue	**1,113,124**	**523**	523		0%
Pass-Thru Revenue (not included above)		44,646	44,646		

	FY16 Budget	Current July	YR-To-DT July - July	
Expenses				
Salaries and Fringe Benefits	827,275	59,868	59,868	7%
Commissioner's Expense				
Per Diem	10,000		-	0%
FICA	1,000		-	0%
Public Officials Ins.	4,500		-	0%
Meeting Expense	2,000		-	0%
Travel C&C	7,500		-	0%
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		-	0%
Email	1,560		-	0%
Virtual Server	2,760		-	0%
Copy Charge/xerox lease	5,000	-	-	0%
Depreciation	11,000	903	903	8%
Dues	5,000	210	210	4%
Insurance - Liability	1,200		-	0%
Legal Fees	2,000		-	0%
Miscellaneous	1,000		-	0%
Office Rent	12,210	1,017	1,017	8%
Postage	7,000	1,734	1,734	25%
Printing/Advertising	8,000		-	0%
RDC Marketing Item	2,000	20	20	1%
Registration - Conference	4,000	317	317	8%
Repairs/Maintenance	2,000	405	405	20%
Software GMS/GIS/General	6,000	90	90	2%
Sub./Publications	2,000	275	275	14%
Supplies	6,000		-	0%
Staff Costs				
Travel	30,000	866	866	3%
Training	12,000	548	548	5%
Morale	2,000		-	0%
Wellness	2,000		-	0%
Telephone/Internet	6,500	346	346	5%
Web Hosting/Maintenance	3,500		-	0%
Pass Thru Activity				
Byway	15,000		-	0%
Meander	30,000		-	0%
Prairie Waters	40,000	617	617	2%
Total Expenses	**1,112,505**	**67,216**	67,216	6%
EXCESS REV. OVER EXP.	**619**	**(66,693)**	**(66,693)**	
General Checking	263,308			
Money Market	310,386			
Certificate of Deposit	250,000			
RLF Savings	423,527			
Agency Auto	29,261			
Equipment Fund	25,939			
UMVRDC Secretary/Treasurer		**UMVRDC Executive Director**		
Date:		**Date:**		

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
REVENUE & EXPENSE REPORT

	FY16 Budget	Current August	YR-To-DT July - August	
Agency Revenues				
Interest	3,500	110	333	10%
Levy	291,000	447	447	0%
- Less HH	(20,000)		-	0%
Miscellaneous	1,500		100	7%
Reserve	65,000		-	0%
Programs				
EDA Planning Grant	54,628		-	0%
Transportation Planning Grant	75,000		-	0%
Prairie Waters	91,820	3,429	3,429	4%
MN Byway Oral History Tour Marketing	**27,184**		-	0%
Byway Corridor Management Plan	22,790		-	0%
Art Crawl	46,000	400	600	1%
Greater MN Development Strategy	6,250		-	0%
Revolving Loan Fund Admin	40,000		-	0%
Technical Assistance				
Technical Assistance Contracts Needed	**128,000**		-	0%
Appleton Technical Assistance (Includes $5,000 HH FY15)	**30,000**		-	0%
Appleton SHIP Grant	4,000		-	0%
CERTS	**26,000**		-	0%
Granite Falls Memorial Park (includes 5,000 HH FY 14)	3,453	2,600	2,600	75%
Hazard Mitigation Updates (15,000 FY13 HH)	15,355		-	0%
HM Lqp/Swift	**33,000**		-	0%
Blandin Broadband Feasitility Study	5,000		-	0%
Blandin Rural Connect	15,000		-	0%
Blandin IT Coordination	5,000		-	0%
Monte Public Arts Proj Dev	2,850		-	0%
Ortonville Zoning	11,985		-	0%
Safe Routes to School Implementation	7,744		-	0%
Upper Sioux Hazard Mitigation (includes $5,000 HH FY14)	5,500		-	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	3,000		-	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		-	0%
Granite Falls EDA Grant	7,696		-	0%
Granite Falls Overall Admin	6,250		-	0%
Ortonville SCDP	8,778		-	0%
Total Revenue	**1,113,124**	**6,986**	7,509	1%
Pass-Thru Revenue (not included above)		103,791	148,437	

	FY16 Budget		Current August	YR-To-DT July - August	
Expenses					
Salaries and Fringe Benefits	827,275	#	56,997	116,865	14%
Commissioner's Expense					
Per Diem	10,000	#	950	950	10%
FICA	1,000	#	77	77	8%
Public Officials Ins.	4,500	#		-	0%
Meeting Expense	2,000	#		-	0%
Travel C&C	7,500	#	973	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	#	1,140	1,140	11%
Email	1,560	#		-	0%
Virtual Server	2,760	#		-	0%
Copy Charge/xerox lease	5,000	#	331	331	7%
Depreciation	11,000	#	908	1,811	16%
Dues	5,000	#		210	4%
Insurance - Liability	1,200	#		-	0%
Legal Fees	2,000	#	20	20	1%
Miscellaneous	1,000	#	2	2	0%
Office Rent	12,210	#	1,017	2,034	17%
Postage	7,000	#	539	2,273	32%
Printing/Advertising	8,000	#	1,498	1,498	19%
RDC Marketing Item	2,000	#		20	1%
Registration - Conference	4,000	#	51	368	9%
Repairs/Maintenance	2,000	#	75	480	24%
Software GMS/GIS/General	6,000	#	1,216	1,306	22%
Sub./Publications	2,000	#	95	370	19%
Supplies	6,000	#	404	404	7%
Staff Costs					
Travel	30,000	#	2,040	2,906	10%
Training	12,000	#	517	1,065	9%
Morale	2,000	#	40	40	2%
Wellness	2,000	#		-	0%
Telephone/Internet	6,500	#	367	713	11%
Web Hosting/Maintenance	3,500	#		-	0%
Pass Thru Activity					
Byway	15,000	#		-	0%
Meander	30,000	#	150	150	1%
Prairie Waters	40,000	#	1,506	2,123	5%
Total Expenses	**1,112,505**		**70,913**	138,129	12%
EXCESS REV. OVER EXP.	**619**		**(63,927)**	**(130,620)**	

General Checking	260,193
Money Market	310,458
Certificate of Deposit	250,000
RLF Savings	445,071
Agency Auto	30,881
Equipment Fund	27,496

UMVRDC Secretary/Treasurer

Date:

UMVRDC Executive Director

Date:

Board Payment Listing

Jul-15

Check#	Check Date	Vendor Name	Check Amount	Description
18738	07/03/2015	Bourne, Mark L	78.95	Commissioner Payroll
18739	07/03/2015	Dahlvang, Jim	238.57	Commissioner Payroll
18740	07/03/2015	Johnson, Gary L.	182.05	Commissioner Payroll
18741	07/03/2015	Rau, Warren	122.25	Commissioner Payroll
18742	07/03/2015	Swigerd, Bruce	72.05	Commissioner Payroll
18743	07/09/2015	CHIPPEWA COUNTY AUDITOR/TREASURER	674.87	Dental Insurance - July '15
18744	07/09/2015	CITY OF APPLETON	225.00	SRTS Prize Reimbursement - Pool Passes
			1,016.67	Rent - July '15
18745	07/09/2015	Dana F. Cole & Company LLP	33.88	July '15 - Flex Fee
18746	07/09/2015	DONS FOOD PRIDE	157.57	RLF Meeting Exp. and RDC Meeting Exps.
18747	07/09/2015	Employee Relations	78.45	Background Check
18748	07/09/2015	Evenson's Contracting, LLC	10,000.00	O-O Rehab - Benson SCDP - Req. 31
18749	07/09/2015	Federated Telephone, Inc	651.00	June '15 Spam Filter and Computet TA
18750	07/09/2015	Grants Management Systems, Inc.	90.00	GMS Software Maintenance
18751	07/09/2015	Keith Johnson Remodeling and Construction	8,496.00	511 2nd Street NE - Clara City SCDP - Req #10
18752	07/09/2015	Mediacom LLC	22.79	Phone Exp. for May'15 and Jun '15
			200.80	Aagency and PW Phone - July '15
18753	07/09/2015	Midland Publishing & Printing Co	66.96	Meander '15 - Advertising
18754	07/09/2015	NCPERS Minnesota	16.00	Life Insurance - July '15
18755	07/09/2015	Outdoor News Publications	326.00	PW Ads
18756	07/09/2015	PRAIRIE FIVE CAC	250.00	418 1st Street NE - Clara City SCDP - Req. #10
18757	07/09/2015	Ruth Keller	60.00	June '15 - Ofice Cleaning
18758	07/09/2015	Scarcely Ltd. Inc.	450.00	O-O Rehab - Clara City SCDP - Req. #10
18759	07/09/2015	The Appleton Press	17.78	Supplies & SRTS Supplies
18760	07/09/2015	USAble Life	30.80	Life Insuance - July '15 & KK COBRA (17 of 18)
18761	07/09/2015	Xerox Corporation	355.02	June '15 - Copy Charge
18762	07/17/2015	First Bank & Trust	125.00	July 2015 - Employer HSA Contribution
18763	07/17/2015	Minnwest Bank Montevideo	125.00	July 2015 - Employer HSA Contribution
		Minnwest Bank Montevideo	125.00	July 2015 - Employer HSA Contribution
		Minnwest Bank Montevideo	125.00	July 2015 - Employer HSA Contribution
		Minnwest Bank Montevideo	125.00	July 2015 - Employer HSA Contribution
		Minnwest Bank Montevideo	125.00	July 2015 - Employer HSA Contribution
		Minnwest Bank Montevideo	125.00	July 2015 - HSA Employer Contribution
		Minnwest Bank Montevideo	125.00	July 2015 - HSA Employer Contribution -
		Minnwest Bank Montevideo	125.00	July 2015 - HSA Employer Contribution -
18764	07/24/2015	Bangsund Construction Inc.	5,855.00	OO Rehab - Benson 1825 McKinney Avenue
18765	07/24/2015	Chase Card Services	1,051.65	CDW/Computer Battery Backups - DH/CC
		Chase Card Services	592.13	UPS and Facebook ad's - MC
		Chase Card Services	91.58	UPS/ED Davis Supplies - AT
		Chase Card Services	1.91	UPS/EZ
		Chase Card Services	5.95	USPS - RL
		Chase Card Services	31.86	Brau Brothers and Peg's Place - BV
		Chase Card Services	249.00	Training and registration - US Green Build Council - ES
		Chase Card Services	121.30	Ascheman's and Casey
		Chase Card Services	275.00	Danw's CC - Subscription Exp.-
		Chase Card Services	336.98	Melissa's CC - Conference Reg. Recruitment and Annual Report Exp.
		Chase Card Services	20.00	Randy's CC - UCC Continuation
		Chase Card Services	210.00	Emily's CC - APA Membership
		Chase Card Services	13.28	Agency Auto - Gas
18766	07/24/2015	Dyrdahl Lumber Co.	15,231.00	Owner Rehabilitation - Clara City - 219 1st Street SE
			2,775.00	Owner Rehabilitation - Ortonville - 616 4th Street NW
18767	07/24/2015	ESRI	405.50	ArcGIS Primary Maintenance
18768	07/24/2015	Home & Away, Inc	617.10	PW Ad
18769	07/24/2015	Joe Fox	11.50	RLF Board Travel Reimbursement
18770	07/24/2015	Josh Falness	24.15	RLF Board Travel Reimbursement
18771	07/24/2015	Louis Sherlin	59.80	RLF Board Travel Reimbursement
18772	07/24/2015	Mitch McKay	26.45	RLF Board Travel Reimbursement
18773	07/24/2015	Pemberton, Sorlie, Rufer & Kershner, PLLP	227.00	June legal fees
18774	07/24/2015	PRAIRIE FIVE CAC	4,352.00	Clara City Admin
			250.00	Rental - Clara City - 511 2nd Street NE
			1,336.00	Field Administration - Ortonville
18775	07/24/2015	Scarcely Ltd. Inc.	450.00	Owner Rehabilitation - Ortonville - 416 Dassel
18776	07/24/2015	Terry Overlander	24.15	RLF Board Travel Reimbursement
18777	07/24/2015	USAble Life	30.80	August '15 - Life Insurance, KK Cobra (18 of 18)
			$ 59,714.55	Total of July 2015 Checks

Gray highlights are pass-thru dollars

Jim Schmedeka, UMVRDC Secretary/Treasurer

Dawn Hegland, Executive Director

Board Payment Listing

Aug-15

Check#	Check Date	Vendor Name	Check Amount	Description
18778	08/06/2015	Appleton Hardware Inc.	20.28	Supplies for Amy's desk
18779	08/06/2015	Appleton Oil Company	79.47	Oil Changes
18780	08/06/2015	Bangsund Construction Inc.	11,691.00	Owner Rehab - 2010 Kansas Avenue, Benson, MN
18781	08/06/2015	CANBY NEWS	13.75	Public Notice
18782	08/06/2015	CHIPPEWA COUNTY AUDITOR/TREASURER	775.78	August Dental Insurance
18783	08/06/2015	CITY OF APPLETON	1,016.67	August Rent
18784	08/06/2015	DAWSON SENTINEL	15.00	Public Notice
18785	08/06/2015	DONS FOOD PRIDE	35.70	RDC and RLF meeting supplies and office supplies
18786	08/06/2015	Federated Telephone, Inc	1,445.16	July tech assistance, spam filter and Headset purchase
18787	08/06/2015	Grants Management Systems, Inc.	1,165.50	July software maintenance
18788	08/06/2015	Jim's Clothing & Sporting Goods	39.95	Shirt for Amy
18789	08/06/2015	Mediacom LLC	221.35	July telephone
18790	08/06/2015	Montevideo Publishing	91.25	Annual subscription and legal notice
18791	08/06/2015	NCPERS Minnesota	16.00	July life insurance
18792	08/06/2015	Outdoor News Publications	163.00	Display
18793	08/06/2015	Pheasants Forever, Inc.	550.00	PF Journal Hunting Preview 2015 Advertising
18794	08/06/2015	Ruth Keller	75.00	July office cleaning
18795	08/06/2015	The Appleton Press	1,426.38	Annual reports and public notice
18796	08/06/2015	WEST CENTRAL TRIBUNE	300.00	Chippewa County fair advertising
18797	08/06/2015	WESTERN GUARD	13.75	Public notice
18798		VOID	-	
18799	08/20/2015	Bourne, Mark	96.77	Commissioner Payroll
18800	08/20/2015	Dahlvang, Jim	148.70	Commissioner Payroll
18801	08/20/2015	Johnson, Gary	157.90	Commissioner Payroll
18802	08/20/2015	Rau, Warren	162.50	Commissioner Payroll
18803	08/18/2015	A to Z Letterpress Printing	150.00	Thank you notes - Meander
18804	08/18/2015	Arrowhead Regional Development Commission	15.74	ARDC meeting expenses
18805	08/18/2015	Bangsund Construction Inc.	18,606.00	Commerical Rehab - 109 SE 2nd Street
18806	08/18/2015	Chase Card Services	858.23	Dawn - meals and travel costs
		Chase Card Services	337.40	Arlene - postage, ucc filings and travel costs
		Chase Card Services	988.31	Melissa - facebook ads, marketing items and travel
		Chase Card Services	26.74	RL - credit card charges
		Chase Card Services	4.00	ES credit card charges
		Chase Card Services	384.31	JA - MADO travel costs
		Chase Card Services	227.69	BV - training materials
		Chase Card Services	195.04	Agency auto charges
18807	08/18/2015	Dana F. Cole & Company LLP	33.88	August Flex fees
18808	08/18/2015	Don's Heating and Cooling, LLC	6,400.00	Benson Owner Occupied - 407 16th St. South
18809	08/18/2015	French Glass & Specialty, Inc.	6,852.00	Commercial Rehab - 22 West Center Street
18810	08/18/2015	Northern Star	33.00	one year subscription
18811	08/18/2015	Olson/Tolifson Construction	5,467.00	Benson Owner Rehab -
18812	08/18/2015	Ortonville Plumbing and Heating	2,800.00	Commerical Rehab - 228 2nd Street NW
18813	08/18/2015	PRAIRIE FIVE CAC	2,259.84	Clara City admin fees
		PRAIRIE FIVE CAC	945.17	Ortonville Admin
18814	08/18/2015	Pro Tec Roofing, Inc.	21,000.00	Commerical Rehab - 229 2nd Street NW
18815	08/18/2015	Xerox Corporation	330.93	monthly fee and copy charges
18816	08/18/2015	French Glass & Specialty, Inc.	100.00	Clara City Commercial - 222 West Center Street
18817		VOID	-	
18818	08/25/2015	Benson Police Department	504.00	SRTS Implementation Grant
18819	08/25/2015	Bert Raney Elementary	2,417.48	SRTS Implementation Grant expenses
18820	08/25/2015	Clarkfield Area Charter School	1,173.04	SRTS Mini Grant Expenses
18821	08/25/2015	KMS Schools	2,500.00	SRTS Mini Grant Expenses
18822	08/25/2015	Minnwest Bank Montevideo	125.00	August 2015 - Employer HSA Contribution
		Minnwest Bank Montevideo	125.00	August 2015 - Employer HSA Contribution
		Minnwest Bank Montevideo	125.00	August 2015 - Employer HSA Contribution
		Minnwest Bank Montevideo	125.00	August 2015 - Employer HSA Contribution
		Minnwest Bank Montevideo	125.00	August 2015 - Employer HSA Contribution
		Minnwest Bank Montevideo	125.00	August 2015 - HSA Employer Contribution
		Minnwest Bank Montevideo	125.00	August 2015 - HSA Employer Contribution
		Minnwest Bank Montevideo	125.00	August 2015 - HSA Employer Contribution
18823	08/25/2015	Ortonville Public School	2,500.00	SRTS Mini Grant Expenses
18824	08/25/2015	Stevens Elementary School	1,325.00	SRTS Mini Grant Expenses
		Stevens Elementary School	908.61	SRTS Implementation Grant expenses
18825	08/25/2015	USAble Life	32.30	August Payment
			$ 100,096.57	Total of August 2015 Checks

Gray highlights are pass-thru dollars

Jim Schmedeka, UMVRDC Secretary/Treasurer — **Dawn Hegland, Executive Director**

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Amy Bjornjeld, Finance Assistant

DATE: September 22, 2015

RE: July and August 2015 RLF Treasurer's Reports and Program Impact Summary

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

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

July and August 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 – Payment came back NSF/Delinquent
- Appleton Power Equipment – July and August payments made in July

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 July 2015 RLF Treasurer's Reports with the following available for lending balances – meaning fund balances less the funds already committed to loans that have yet to close: *$248,519.25 (Original RLF) and $75,008.23 (Disaster RLF).*
Encl.
To approve the UMVRDC's August 2015 RLF Treasurer's Reports with the following available for lending balances – meaning fund balances less the funds already committed to loans that have yet to close: *$263,561.54 (Original RLF) and $81,508.93 (Disaster RLF).*
Encl.

July 2015 RLF TREASURER'S REPORT #3

		Terms					Reporting Transactions		
	Borrower	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Notes	June Payments	Oringinal RLF Balance at 07/31/2015	Disaster RLF Balance at 07/31/2015
1	Al's Mercantile	50,000		5%	10		531.33	$ 30,527.65	
2	Appleton Hardware Inc	50,000		4%	12		684.44	$ 8,155.07	
3	Appleton Meat Center	30,000		4%	10	Default	-	$ 17,066.19	
4	Appleton Power Equipment	25,000		4%	10	2 payments in July	506.22	$ 13,564.36	
5	Barr's/Conroy Electric, Inc.	46,000		4%	10		466.73	$ 32,532.00	
6	Bluegrass Proteins, Inc.	100,000	100,000	4%	5		2,111.78	$ 95,611.91	$ 95,611.91
7	Books by Kelly	20,000		5%	5		121.69	$ 11,189.29	
8	C&L Loan #2	57,500		2.90%	10	Interest Only	123.85	$ 50,284.37	
9	C.C. Diamond Products, LLC	100,000		4%	10		1,013.45	$ 72,792.56	
10	Clarkfield Family Foods	28,000		4%	10		284.49	$ 13,396.80	
11	Friendship Cafe	10,000		4%	10		102.25	$ 4,767.89	
12	Granite Falls Dairy Queen, Inc	100,000		4%	10		1,013.45	$ 72,618.92	
13	Handeland Chriopractic, LLC	33,000		5%	10		350.02	$ 20,651.47	
14	Jack Anderson (GoldLeaf Fin.)	100,000		2.90%	5		1,793.43	$ 55,131.88	
15	Jager building Supply, LLC	62,000		4%	10		628.72	$ 45,107.68	
16	J C & Sons Hardware Inc	70,000		4%	10		709.72	$ 36,166.34	
17	Kaercher Publications, Inc.	65,520		4.50%	10		680.04	$ 48,577.70	
18	Kay's Processing, LLC	100,000		2.90%	5		1,793.43	$ 55,402.63	
19	Kay's Processing/Naturals Loan 2		100,000	5.00%	5		1,888.12		$ 88,102.99
20	Lamecker's General Store	25,000		4.00%	5		461.41	$ 19,706.42	
21	Madison Meats	37,200		4%	5	Default		$ 8,160.21	
22	Merritt Construction, Inc.	10,000		4.50%	12		104.64	$ 7,531.20	
23	Northern Geo, LLC	50,000	100,000	4%	10		1,518.68	$ 45,054.67	$ 90,109.33
24	Northern Grain		100,000	2.90%	5		1,793.43		$ 62,052.14
25	Ortonville Hardware Hank	66,000		4%	7		921.11	$ 0.00	
26	Porter Elevator	75,000		4%	12		760.34	$ 49,203.43	
27	Private Industry Council	50,000		4%	5		396.39	$ 20,014.92	
28	R&R Outdoors	11,000		4%	10		112.37	$ 9,326.27	
29	SEWearables	33,000		4.50%	7		361.04	$ 17,292.64	
30	SpecSys Inc.	50,000		4%	10		507.23	$ 23,830.24	
31	Swift Falls Bar & Grill	22,500		4%	10		228.80	$ 10,706.89	
32	The Corner Stop	30,000		5%	10	Delinquent	-	$ 3,966.53	
33	The Sawmill	50,000		4%	10		203.81	$ 29,576.69	
34	West Central Powder Coating, Inc.		100000	4%	15		740.69		$ 98,887.05
		1,556,720	500,000				$ 22,913.10	$ 927,914.82	$ 434,763.42

Balance of Bank Accounts

Total Original RLF Funds:	***1,276,434.07***		***Total Disaster RLF Funds:***	***509,771.65***
Previous month's bank balance	332,072.60		Previous month's Bank Balance	68,508.32
Loan Repayment	16,422.52		Loan Repayment	6,490.58
Loan Disbursement	-		Loan Disbursement	-
July '15 - Bank Interest	44.13		July '15 - Bank Interest	9.33
Admin Transfer			Admin Transfer -	
Origination, ACH, or Loan Payoff Fees	(20.00)		Origination, ACH, or Loan Payoff Fees -	
Bank Account Balance at 06/30/2015	**348,519.25**		***Bank Account Balance 06/30/2015***	**75,008.23**
Committed - Do-Mat's Grocery until 7/27/16	(100,000.00)		Committed -	-
Balance available for lending	**$ 248,519.25**		**Balance available for lending**	**$ 75,008.23**

UMVRDC Secretary/Treasurer

Date

UMVRDC Executive Director

Date

August 2015 RLF TREASURER'S REPORT #3

		Terms				Reporting Transactions			
	Borrower	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Notes	August Payments	Oringinal RLF Balance at 08/31/2015	Disaster RLF Balance at 08/31/2015
1	Al's Mercantile	50,000		5%	10		$ 531.33	$ 30,135.32	
2	Appleton Hardware Inc	50,000		4%	12		$ 684.44	$ 7,501.53	
3	Appleton Meat Center	30,000		4%	10	Default	$ -	$ 17,066.19	
4	Appleton Power Equipment	25,000		4%	10	paid 7/31/15	$ -	$ 13,355.85	
5	Barr's/Conroy Electric, Inc.	46,000		4%	10		$ 466.73	$ 32,183.92	
6	Bluegrass Proteins, Inc.	100,000	100,000	4%	5		$ 2,111.78	$ 94,891.31	$ 94,891.32
7	Books by Kelly	20,000		5%	5		$ 121.69	$ 11,119.88	
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	$ 72,043.36	
10	Clarkfield Family Foods	28,000		4%	10		$ 284.49	$ 13,162.43	
11	Friendship Cafe	10,000		4%	10		$ 102.25	$ 4,680.23	
12	Granite Falls Dairy Queen, Inc	100,000		4%	10		$ 1,013.45	$ 71,869.09	
13	Handeland Chriopractic, LLC	33,000		5%	10		$ 350.02	$ 20,406.12	
14	Jack Anderson (GoldLeaf Fin.)	100,000		2.90%	5		$ 1,793.43	$ 53,472.69	
15	Jager building Supply, LLC	62,000		4%	10		$ 628.72	$ 44,643.09	
16	J C & Sons Hardware Inc	70,000		4%	10		$ 709.72	$ 35,588.41	
17	Kaercher Publications, Inc.	65,520		4.50%	10		$ 680.04	$ 48,096.30	
18	Kay's Processing, LLC	100,000		2.90%	5		$ 1,793.43	$ 53,755.46	
19	Kay's Processing/Naturals Loan 2		100,000	5.00%	5		$ 1,888.12		$ 86,614.14
20	Lamecker's General Store	25,000		4.00%	5		$ 461.41	$ 19,317.28	
21	Madison Meats	37,200		4%	5	Default		$ 8,160.21	
22	Merritt Construction, Inc.	10,000		4.50%	12		$ 104.64	$ 7,455.80	
23	Northern Geo, LLC	50,000	100,000	4%	10		$ 1,518.68	$ 44,711.38	$ 89,422.75
24	Northern Grain		100,000	2.90%	5		$ 1,793.43		$ 60,422.41
26	Porter Elevator	75,000		4%	12		$ 760.34	$ 48,622.03	
27	Private Industry Council	50,000		4%	9.6		$ 396.39	$ 19,692.92	
28	R&R Outdoors	11,000		4%	10		$ 112.37	$ 9,251.69	
29	SEWearables	33,000		4.50%	7		$ 361.04	$ 17,001.95	
30	SpecSys Inc.	50,000		4%	10		$ 507.23	$ 23,411.39	
31	Swift Falls Bar & Grill	22,500		4%	10		$ 228.80	$ 10,515.46	
32	The Corner Stop	30,000		5%	10	Default	$ -	$ 3,966.53	
33	The Sawmill	50,000		4%	10		$ 203.81	$ 29,482.33	
34	West Central Powder Coating, Inc.		100000	4%	15		$ 740.69		$ 96,497.75
		1,490,720	500,000				$ 21,486.92	$ 915,844.52	$ 427,848.37

Balance of Bank Accounts

Total Original RLF Funds:	***1,279,406.06***		***Total Disaster RLF Funds:***	***509,357.30***
Previous month's bank balance	348,519.25		Previous month's Bank Balance	75,008.23
Loan Repayment	14,996.34		Loan Repayment	6,490.58
Loan Disbursement	-		Loan Disbursement	-
August '15 - Bank Interest	45.95		August '15 Bank Interest	10.12
Admin Transfer -	-		Admin Transfer	-
Origination, ACH, or Loan Payoff Fees	-		Origination, ACH, or Loan Payoff Fees -	-
Bank Account Balance at 08/31/2015	**363,561.54**		***Bank Account Balance 08/31/2015***	**81,508.93**
Committed - Do-Mat's Grocery until 7/27/16	(100,000.00)		Committed -	-
Balance available for lending $	**263,561.54**		**Balance available for lending $**	**81,508.93**

UMVRDC Secretary/Treasurer

Date

UMVRDC Executive Director

Date

Program Impact Summary

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

Economic Impact Summary *as of July 31 and August 31, 2015*

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

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Emily Zandt, Planner

DATE: September 22, 2015

RE: Safe Routes to School Contract Amendment #2

MnDOT has requested that the UMVRDC make an amendment to our existing implementation contract in order to allow MnDOT to make scope changes within the contract. This will not impact our work under the contract. The new language is shown in the attached contract.

Note: The previous amendment to this contract extended the end date from July 2015 to December 2015.

ACTION REQUESTED:
Approve the amendment to MnDOT Agreement No. 04233 to allow MnDOT to make scope changes within the contract.

Attachment included.

Amendment No.2 to Mn/DOT Agreement No. 04233

THIS AMENDMENT is by and between the State of Minnesota, through its Commissioner of Transportation ("STATE") and the Upper Minnesota Valley Regional Development Commission ("GRANTEE"), a governmental entity.

RECITALS

1. The STATE has a contract with the GRANTEE identified as MnDOT Contract Number 04233 ("Original Contract") to disburse Federal Highway Administration funds to GRANTEE from the Safe Routes to School program.
2. The State and the Contractor are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment deleted contract terms will be ~~struck out~~ and the added contract terms will be underlined.

REVISION 1. Article III. "**GRANTEES DUTIES**" is amended as follows:

III. GRANTEE'S DUTIES. GRANTEE agrees to:
A. perform in a satisfactory and timely manner the work activities defined in its application for funding for the SRTS program, which is attached and incorporated into this grant contract as **Exhibit II Scope of Work**;
B. abide by applicable federal grant administration requirements;
C. submit to STATE progress and expenditure reports at least quarterly and a final year-end report; ~~and~~
D. complete annual evaluation activities as prescribed by STATE.; and
E. any change in **Exhibit II Scope of Work** must have prior approval by STATE.

REVISION 2. Article IV. "**STATE DUTIES**" is amended as follows:

IV. STATE DUTIES. STATE will:
A. review and approve GRANTEE's application;
B. reimburse GRANTEE a sum not to exceed the amount provided in **Exhibit I Financial Assistance,** which is attached and incorporated into this grant contract;
C. monitor the progress of the work activities defined in GRANTEE's **Exhibit II Scope of Work,** ~~and;~~
D. administer this grant contract in accordance with the provisions in 49 CFR Part 18, the U.S. DOT's regulations that implements the government-wide Common Rule for grants and cooperative agreements to State and local governments and applicable FHWA regulations in 23 CFR, or 49 CFR Part 19, the USDOT regulation that implements the government-wide common rule for grants and cooperative agreements to institutions of higher education, hospitals, and nonprofit organizations.; and
E. give prior approval to any agreed upon change in **Exhibit II Scope of Work**.

The terms of the Original Grant Contract are expressly reaffirmed and are incorporated herein by reference. Except as amended herein, the terms and conditions of the Original Grant Contract and all previous amendments remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed intending to be bound thereby.

1. GRANTEE
GRANTEE certifies that the appropriate person(s)
have executed the contract on behalf of GRANTEE
required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: Executive Director

Date: _____

AND

By: _____

Title: Board Chairman

Date: _____

#1e

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Emily Zandt, Planner

DATE: September 22, 2015

RE: All-Hazard Mitigation Plan Updates

Lac qui Parle and Swift Counties are due to start their All-Hazard Mitigation Plan Updates this year and need to apply for funds necessary to complete these updates. The application for funding was submitted August 31st, 2015.

We have already received resolutions for participation in the planning process from both counties but need to include one from the RDC in the funding application. The UMVRDC needs to take the following action to move forward with the application process:

1. Adopt a resolution to participate in the planning process and acknowledging the plan requirements and
2. Adopt a resolution authorizing the Executive Director's signature on all correspondence, grants awards and contracts related to the hazard mitigation plan updates.

Note: Each of the counties have approved a resolution acknowledging plan requirements and a letter of commitment of funds for the application. The local share of 25% will come from each of the counties committing $10,054.25.The counties are ultimately responsible for their plans and the local match, but the funds from the Hedgehog Grant will be made available.

ACTION REQUESTED:

1. Adopt a resolution to participate in the planning process and acknowledging the plan requirements and
2. Adopt a resolution authorizing the Executive Director's signature on all correspondence, grants awards and contracts related to the hazard mitigation plan updates.

Attachment included.

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

RESOLUTION #16-04
PARTICIPATION IN PLANNING PROCESS AND EXECUTION OF SUB-GRANT AGREEMENT
September 22, 2015

WHEREAS, the Counties of Lac qui Parle and Swift need to complete their five-year hazard mitigation plan updates established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Upper Minnesota Valley Regional Development Commission (UMVRDC) has been asked by the counties to complete the update and seek funding to assist with the plan update on behalf of these counties; and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional hazard mitigation plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, the plan must include a risk assessment including past hazards, hazards that threaten the County, maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses, and future development trends; and

WHEREAS, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they' become available; and

THEREFORE, BE IT RESOLVED, that the Upper Minnesota Valley Regional Development Commission will enter into a sub-grant agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the development of update of the Lac qui Parle and Swift Counties Hazard Mitigation plans. Dawn E. Hegland, UMVRDC Executive Director, is hereby authorized to execute and sign such sub-grant agreements and any amendments hereto as are necessary to implement the plan on behalf of the Upper Minnesota Valley Regional Development Commission.

I certify that the above resolution was adopted by the Board of Commissioners of the Upper Minnesota Valley Regional Development Condition on _____.

Adopted this _____ day of _____(month and year)

ATTEST:

_____
Chairperson, UMVRDC

ATTEST:

_____
Secretary/Treasurer, UMVRDC

#1f

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Barrett Voigt, Planner

DATE: September 22, 2015

RE: MnDOT Functional Classification Final Maps

Planned roads need to be functionally classified before application to the ATP for inclusion in the ATIP/STIP/TIP. In addition, roads must be functionally classified before inclusion into the State-aid system.

MnDOT performed a functional classification review. The RDC and the county engineers reviewed and participated in updating the functional review maps. Several changes were proposed for the maps, resulting in some changes agreed upon by MnDOT. For more information, please review the attachments of the functional classification maps for each county and the city of Montevideo.

ACTION REQUESTED:
Authorization by the Chairman for approval of the final functional classification maps and resolution to provide as documentation to MnDOT.

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
STATEWIDE FINAL FUNCTIONAL CLASSIFICATION
#16-05

WHEREAS, the State Transportation Agency has the primary responsibility for developing and updating a statewide highway functional classification in rural and urban areas to determine functional usage of the existing roads;

WHEREAS, the state cooperates with responsible local officials in developing and updating the functional classification;

WHEREAS, Minnesota Department of Transportation works in partnership with the Regional Development Commissions to periodically review and revise the statewide Functional Classification system;

WHEREAS, the Upper Minnesota Valley Regional Development Commission (UMVRDC) is responsible for coordinating changes to the functional classification system, using the federal and state guidelines within in five counties of western Minnesota;

WHEREAS, the Upper Minnesota Valley Regional Development Commission (UMVRDC) coordinates with the county and city engineers to review and confirm the changes to the functional classification system;

WHEREAS, the participating Cities and Counties have reviewed the Minnesota Department of Transportation's functional classification final draft maps and confirm they are accurate and reflected on the maps; and

THEREFORE BE IT RESOLVED that the Upper Minnesota Valley Regional Development Commission approve of the 2014-2015 Statewide Functional Classification Review final draft maps, produced by the Minnesota Department of Transportation for the Southwest Region.

_____ _____
Chairman (UMVRDC) Date

ATTEST: _____ _____
Executive Director (UMVRDC) Date

(FINAL DRAFT)

(FINAL DRAFT)

Montevideo Municipal Airport

Trailer Court

Spring Creek

Spring Creek

River

Minnesota River

Chippewa River

T. C. W.

Twin Cities & Western RR

AIRPORT AVE.

CEMETERY RD.

WOLFE AVE.

EICHEL BERGER AVE.

PORTER RD.

ASHMORE AVE.

NELSON CIR.

WASHINGTON AVE.

BLACK OAK AVE.

LINDA LN.

ORCHARD CIR.

BUCKEYE DR.

LYNSEE LN.

PARK AVE.

McKINLEY AVE.

WILLIAM AVE.

KINLEY AVE

COLEMAN AVE.

DIVISION ST.

GEER AVE.

MERRIAM PARK AVE.

SHERMAN AVE.

SHERIDAN AVE.

NICHOLS AVE.

YONKERS AVE.

LINCOLN AVE.

SUMMIT AVE.

GROVE AVE.

BLACK OAK AVE.

EUREKA AVE.

MIAWAKON AVE.

WASHINGTON AVE.

HOMAN AVE.

HAMILTON AVE.

WILSON AVE.

FOSNES AVE.

NELSON AVE.

WINDOM AVE.

HUGHES AVE.

RIDGEVIEW DR.

OAK DR.

FOREST ST.

BENSON RD.

TOWN ROAD

BUDD RD.

JOHNSON ST.

KING ST.

MANN ST.

SMITH ST.

PETTIT ST.

CANTON AVE.

WILKINS ST.

CHIPPEWA ST.

ARNIE ANDERSON DR.

McCLAY ROAD

GRAVEL ROAD

CHIPPEWA COUNTY

PARLE CO.

QUI MEDICINE LAKE CO.

YELLOW

RIVER RD.

STATE AVE.

CASE AVE.

9th ST.

13th ST.

15th ST.

ASHMORE CIR.

16th ST.

24th ST.

28th ST.

60th ST.

29 7 41 15 59 212 42 39 19

0 0.5 1 Miles

N

MINNESOTA DEPARTMENT OF TRANSPORTATION

Produced By: Geographic Information & Mapping Section
Year: 2015

(FINAL DRAFT)

Functional Class

Montevideo

- Interstate
- Other Freeways & Expressways
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local

35 INTERSTATE TRUNK HWY
10 U.S. TRUNK HWY
55 STATE TRUNK HWY
23 COUNTY STATE AID HWY
15 COUNTY ROAD
CORPORATE LIMITS

Big Stone

Functional Class

- Interstate
- Other Freeways & Expressways
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- County Boundary

35 INTERSTATE TRUNK HWY
10 U.S. TRUNK HWY
55 STATE TRUNK HWY
23 COUNTY STATE AID HWY
15 COUNTY ROAD
CORPORATE LIMITS

N

0 2.5 5 Miles

FINAL DRAFT: MAY 4, 2015

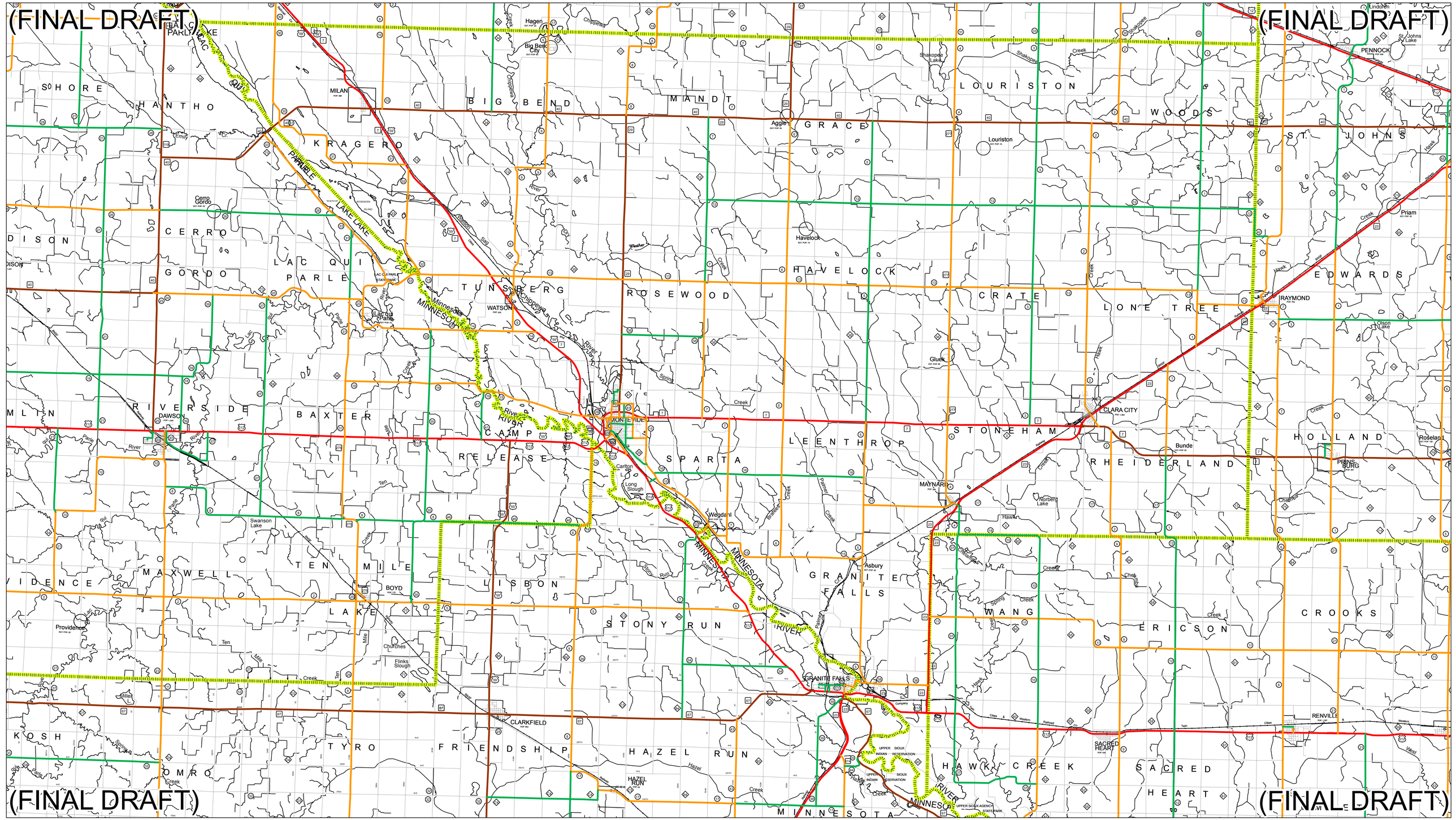
Produced by: Geographic Information and Mapping Section
Year: 2015

(FINAL DRAFT)

(FINAL DRAFT)

(FINAL DRAFT)

(FINAL DRAFT)



Chippewa

Functional Class

- Interstate
- Other Freeways & Expressways
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- County Boundary

- INTERSTATE TRUNK HWY
- U.S. TRUNK HWY
- STATE TRUNK HWY
- COUNTY STATE AID HWY
- COUNTY ROAD
- CORPORATE LIMITS

N

0 2.5 5 Miles

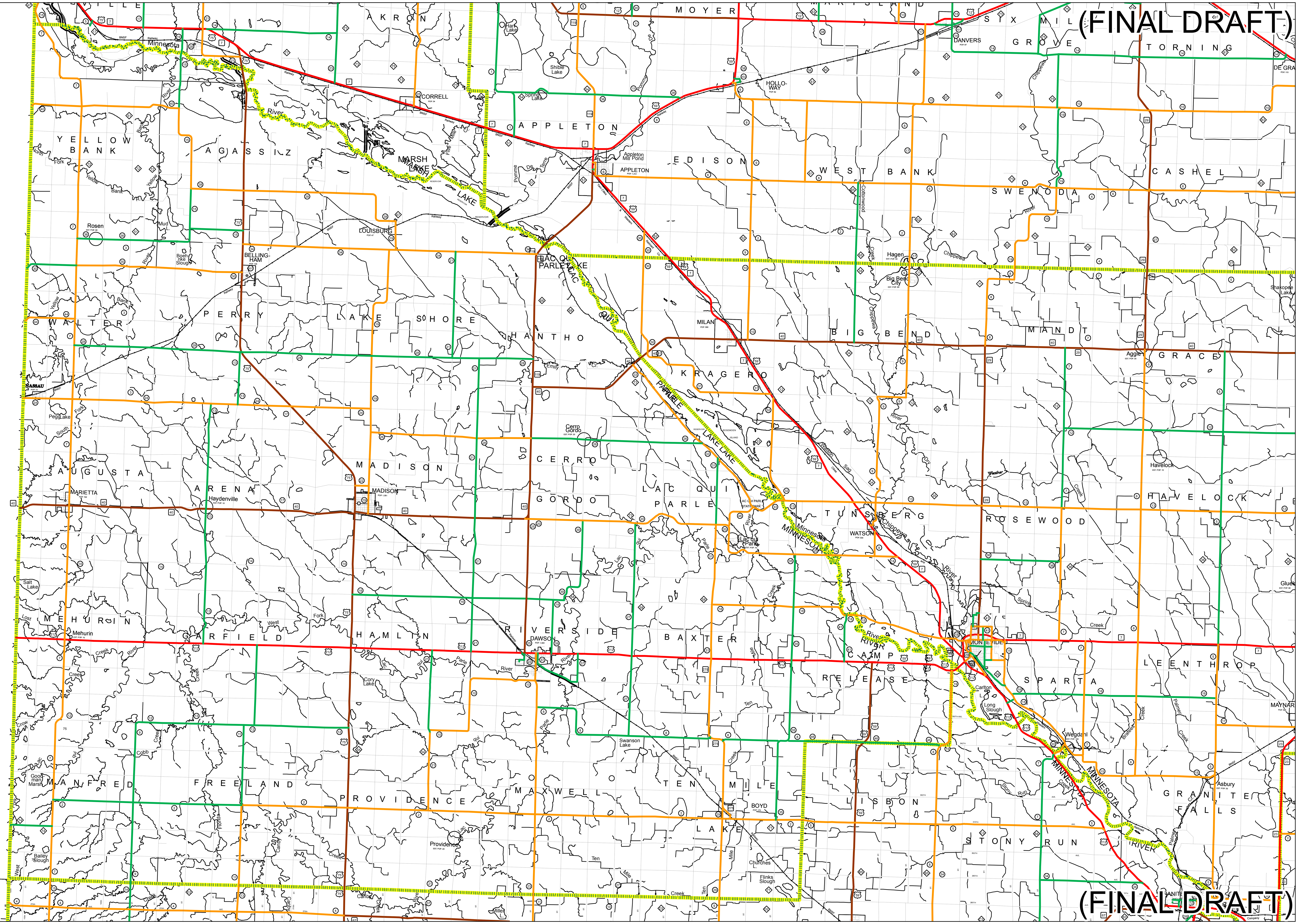
FINAL DRAFT: MAY 4, 2015

MINNESOTA DEPARTMENT OF TRANSPORTATION

Produced by: Geographic Information and Mapping Section

Year: 2015

(FINAL DRAFT)



(FINAL DRAFT)

(FINAL DRAFT)

(FINAL DRAFT)

Lac Qui Parle

Functional Class

- Interstate
- Other Freeways & Expressways
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- County Boundary

35 INTERSTATE TRUNK HWY
10 U.S. TRUNK HWY
55 STATE TRUNK HWY
23 COUNTY STATE AID HWY
15 COUNTY ROAD
CORPORATE LIMITS

N

0 2.5 5 Miles

FINAL DRAFT: MAY 4, 2015

Produced by: Geographic Information and Mapping Section
Year: 2015

(FINAL DRAFT)

(FINAL DRAFT)

(FINAL DRAFT)

(FINAL DRAFT)

Swift

Functional Class

- Interstate
- Other Freeways & Expressways
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- County Boundary

- INTERSTATE TRUNK HWY
- U.S. TRUNK HWY
- STATE TRUNK HWY
- COUNTY STATE AID HWY
- COUNTY ROAD
- CORPORATE LIMITS

N

0 2.5 5 Miles

FINAL DRAFT: MAY 4, 2015

MINNESOTA DEPARTMENT OF TRANSPORTATION

Produced by: Geographic Information and Mapping Section

Year: 2015

(FINAL DRAFT)

(FINAL DRAFT)

(FINAL DRAFT)

(FINAL DRAFT)

Yellow Medicine 1 of 2

Functional Class

- Interstate
- Other Freeways & Expressways
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- County Boundary

- INTERSTATE TRUNK HWY
- U.S. TRUNK HWY
- STATE TRUNK HWY
- COUNTY STATE AID HWY
- COUNTY ROAD
- CORPORATE LIMITS

N

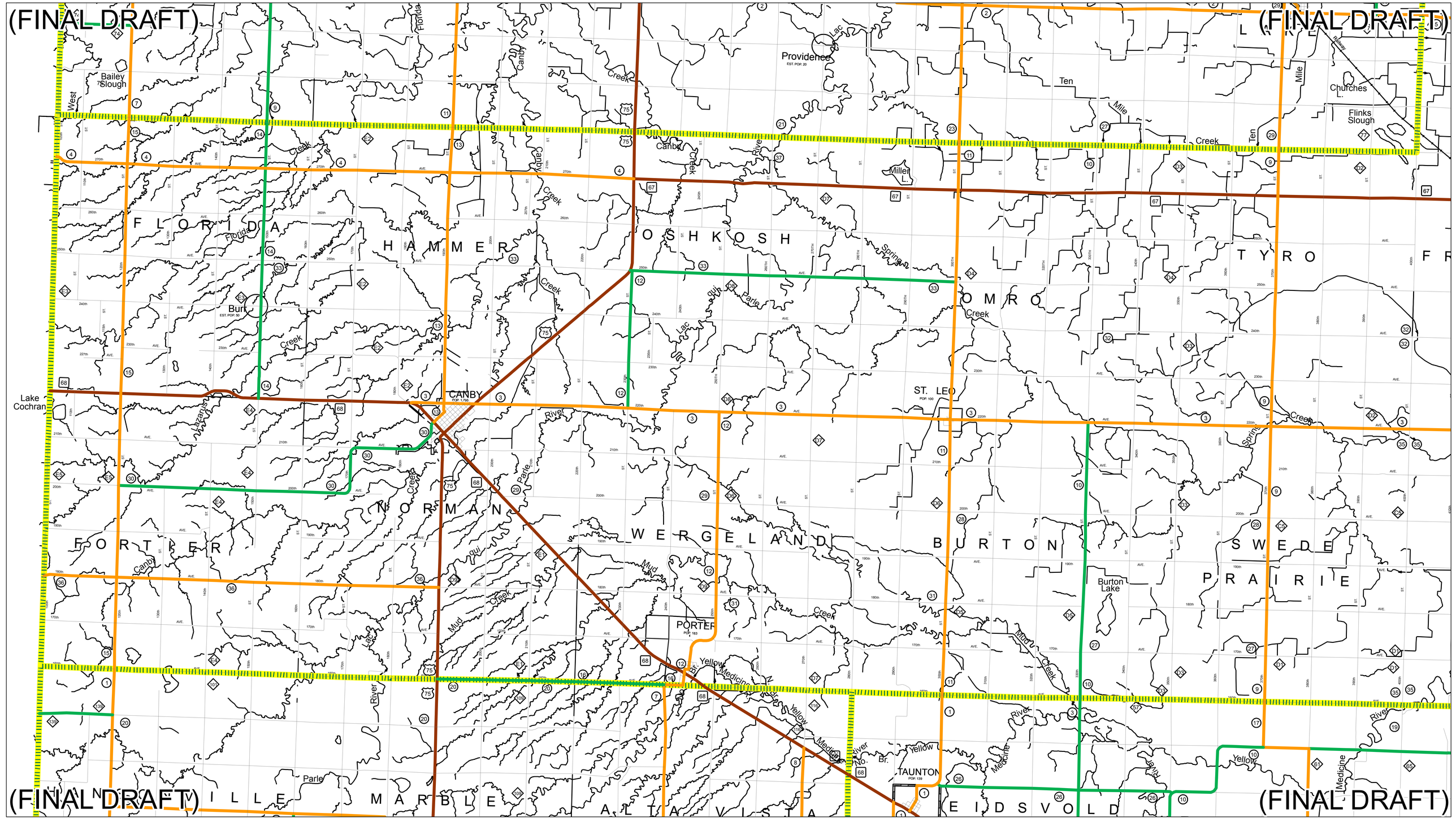
0 2.5 5 Miles

FINAL DRAFT: MAY 4, 2015

Produced by: Geographic Information and Mapping Section
Year: 2015

(FINAL DRAFT)

(FINAL DRAFT)



Yellow Medicine 2 of 2

Functional Class

- Interstate
- Other Freeways & Expressways
- Principal Arterial - Other
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- County Boundary

- INTERSTATE TRUNK HWY
- U.S. TRUNK HWY
- STATE TRUNK HWY
- COUNTY STATE AID HWY
- COUNTY ROAD
- CORPORATE LIMITS

N

FINAL DRAFT: MAY 4, 2015

0 2.5 5 Miles

MINNESOTA DEPARTMENT OF TRANSPORTATION

Produced by: Geographic Information and Mapping Section
Year: 2015

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: September 22, 2015

RE: Granite Falls Memorial Park Master Plan Amendment #3

Attached is an amendment to the Granite Falls Memorial Park to extend the deadline from August 31st to December 31, 2015. Items left to complete in the contract include grant research and writing. The Master Plan is complete.

ACTION REQUESTED:

Authorization for the Executive Director to sign the amendment to extend this contract until December 31, 2015.

Enclosure

AMENDMENT to contract **#FY15-007- AMENDMENT 03**

Between
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF GRANITE FALLS

Master Plan for Memorial Park

Changes bolded

AMEND SECTION III. **CONTRACT PERIOD**

A. Services provided under the terms of this Contract will be performed from October 1, 2014 through August 31, 2015. **Will be extended to December 31, 2015.**

_____
Executive Director
Upper Minnesota Valley
Regional Development Commission

_____
Authorized Representative

_____
Authorized Representative's Title

DATE: _____ DATE: _____

#1h

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Jacki Anderson, Senior Planner

DATE: September 22, 2015

RE: NADO Annual Training Conference

Requesting authorization to attend the NADO Annual Training Conference in New Orleans, October 23rd – 27th with the Executive Director.

NADO sessions relevant to our economic development work include:

- Maximizing our CEDS – not only are we going to be starting to update our CEDS but I'm collectively working with my colleagues on a statewide economic development plan.
- SWOT Building/Strategic Planning
- Using data in our communities
- Our economic development lending programs
- Tools to Market the Region – the timing of this works well with our new Rural Connect project being funded by Blandin
- Economic Gardening – concepts/idea for growing within the community
- Brownfields – learning about projects will be very helpful as I've been asked to judge the small cities portion of the MN Rescape awards later this fall.
- Resiliency - related both to hazard mitigation and our EDA CEDS
- Main Street Case Studies – as a certified BR&E Coordinator I'm very interested in what others are doing that I could bring back to implement locally.

NADO Annual Training provides one of the best opportunities to learn from others and understand how to maximize our local, state and federal programs to further our community and economic development work in the region.

Expenses related to travel/registration are eligible under our EDA planning grant.

ACTION REQUESTED:

Authorize out of state travel for Jacki Anderson to attend the October 2015 NADO Annual Training Conference.

#1i

ACTION MEMO

TO: UMVRDC Commissioners

FROM: Arlene Tilbury, Finance Director

DATE: September 15, 2015

RE: Granite Falls Bridge Update Contract Amendment

Due high water levels in the spring and a few other unforeseen issues, the bridge project was off to a late start that has pushed back the completion date. Therefore, we need to extend the contract through December of 2015.

ACTION REQUESTED

Approve the Granite Falls Bridge extension amendment enclosed in this memo.

Encl.

AMENDMENT TO
CONTRACT FOR FISCAL AGENT SERVICES
FY15-02 - AMENDMENT

Between
The City of Granite Falls
and
Upper Minnesota Valley Regional Development Commission

AMEND SECTION I. Contract Period

A. Services provided under the terms of this Contract will be performed from July 1, 2014 to June 30, 2015 - **will be extended to December 31, 2015.**

UPPER MN VALLEY REGIONAL
DEVELOPMENT COMMISSION

BY: _____
Mayor

DATE: _____ DATE: _____

ATTEST: _____ ATTEST: _____
City Manager Executive Director

INFORMATION MEMO

TO: UMVRDC Commissioners

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

DATE: September 22, 2015

RE: **Planner Update**

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

Contracts:

Canby Zoning Ordinance Update – Erin

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

Appleton Technical Assistance – Jacki and Erin

The committee reviewed chapters one and two of the proposed new zoning ordinance. The group will continue to review chapters monthly for adoption of the update in early 2016. Jacki and Dawn met with the City at their August meeting to determine priorities to be worked on under our new contract. Jacki is working on the City's application and policies for the newly funded revolving loan fund.

Appleton Area Health Services (AAHS) – Jacki and Emily

We are working on developing information for a Minnesota Department of Health grant to help AAHS with some technology upgrades.

Ortonville Zoning Ordinance Update – Emily

Emily held the fifth Ortonville Zoning meeting on Monday, August 19th. During this meeting, updates to the administrative process were discussed, as well as a brief review of the Land Use district as a whole. Research is being completed on fee structures, renewable energy model ordinances, and infill development. The board will meet on their own in September to have discussion on various topics.

Memorial Park Master Plan – Erin and Kristi

We are working on making sure Memorial Park is eligible for grant funding from the Greater MN Regional Parks and Trails.

Montevideo Arts Project - Kristi

The MAP committee met August 26th to work on their next project and again on Sept 9th. They have narrowed it down to two projects.

Appleton Sidewalk Plan – Jacki & Emily

The first Appleton Sidewalk Plan meeting was held August 25th. Many questions about policy were raised and discussed. The task force was assigned sections of the city to perform sidewalk condition assessments. During the September 15th meeting, the overall conditions, financing mechanisms and further policy will be discussed.

Watson Strategic Planning – Kristi and Jacki
A conference call was held on August 13 with the city clerk and mayor to discuss the contract and timeline. The first meeting will take place September 21st.

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
Survey/interest forms are being prepared to be sent out to households in Benson to help determine the scope and target area of Benson's up-coming application.

Beardsley – Clinton – Graceville SCDP – Kristi and Jacki
One September 1st, we met with the three cities to lay out a process. We will be sending out surveys at the end of Sept and holding a community meeting October 8th.

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 UMVRDC 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
The Meander mailing went out and the posters are done, ready to be distributed. We have all advertising ready to go. We are ready for a great weekend!

Revolving Loan Fund
Activity has been slow. There are two new members.

MN River Valley National Scenic Byway - Kristi
Work continues on the Corridor Management Plan and Marketing Plan. The byway is also working on the marketing contract with the Minnesota Historical Society. The first two projects are to do general videos of the byway, and a Visitors Guide.

Prairie Waters Regional Tourism – Melissa
Continue the distribution of the 2015-2016 Visitor Guides.

The Prairie Waters Annual Gathering was held August 26, 2015 at the Lac qui Parle County Museum. There were museum tours, scavenger hunts, costumes and old time photos, kid's activities, along with free food and door prizes! There were roughly 75 guests who attended the event.

Bids have been sent out to area printers to reprint the Antiques, Local shops, Dining, and Lodging guide. Melissa will be collecting the changes from the chambers and begin updating the guide this Fall.

Melissa is continuing to make visits to the city/county/chamber board meetings to present the Prairie Waters 2016 work plan.

There will be a Prairie Waters meeting held on Wednesday, September 23 to discuss the 2016 work plan and the 2016 EMT grant, which is due October 15.

Melissa will be coordinating a meeting with the local county fairs to discuss possible cooperative advertising again for 2016 utilizing the Explore Minnesota Tourism Grant.

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).

Hazard Mitigation (Chippewa, Big Stone and Yellow Medicine) – Emily
The Yellow Medicine County plan has been adopted by the county. The Chippewa and Big Stone plans have been approved by FEMA. Chippewa County's plan will be brought to the commission for adoption Tuesday, September 15th, and Big Stone County's plan will be brought to the commission in October.

Hazard Mitigation (Upper Sioux Community) – Kristi and Barrett
The task force and public reviewed the final draft and it has been submitted to FEMA. Final changes were made for FEMA to approve. It was approved by FEMA the end of August.

Transportation - Barrett
Barrett organized a successful Trails Information Sharing Session with trails enthusiasts on June 30th at the Pioneer Public Television Conference Room. Tracy Vibo from the DNR Central Office, Lindsey Knutson, District 8 MnDOT transportation planner, and Big Stone County engineer, Nick Anderson, presented on funding opportunities and other trail topics. Transportation Alternatives Program (TAP) funds will begin to solicit letters of intent and Safe Routes to School planning and infrastructure funds will begin to solicit applications starting in October. More information will be provided in October.

Clean Energy Resource Teams (CERTs) – Erin
The West Central Steering Committee came together for the quarterly meeting in Benson in August. The committee discussed the CERTs Seed Grants and what projects they would like to see from the region. West Central has $20,000 for distribution for projects. Applications will be reviewed this fall and distributed early 2016.

Blandin Broadband – Erin, Jacki, Melissa
Feasibility Study – Two proposals were received for the Feasibility RFP. IT Directors from the counties have met to discuss the strengths and weaknesses of both. Next we will assemble a task force for the project and interviews of the two consultants will be held.

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** – To coordinate economic development/chamber staff to discuss opportunities to improve regional branding and maximize the online presence of our five counties. **Melissa and Jacki** have a meeting set with our regional recruitment group to brainstorm and gather some feedback before launching into this initiative.

Contracts active in FY15/16	**Anticipated Completion**
Appleton Technical Assistance	May 2015
Appleton SCDP	December 2017
Benson SCDP	December 2015
Big Stone HM	April 2016
Canby Zoning Ordinance Update	December 2014
Chippewa HM	April 2016
Clara City SCDP	December 2016
Dawson Sidewalk Plan	April 2015
Federated Broadband	Fall 2015
Granite Falls Bridge	December 2015
Granite Falls EDA Grant	March 2016
Granite Falls Fiscal Agent	June 30th, 2015
Granite Falls Volstad House	November 30, 2015
Granite Falls Memorial Park Master Plan	August 2015
MnDOT Byway Planning Grant	June 2015
Montevideo Arts Project	December 2015
Ortonville SCDP	December 2015
SRTS Implementation (MnDOT)	October 2015
University of MN, Extension (CERTs)	June 2015/Ongoing
Upper Sioux HM	July 2015
Yellow Medicine HM	April 2016

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMVRDC Commissioners

FROM: Dawn Hegland

DATE: September 22, 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.

- Organized a MN State Retirement System Deferred Compensation Plan meeting for staff.
- Attended an orientation session for the Southwest MN Housing Partnership Board.
- Attended a Chippewa County Board meeting with Melissa to talk about RDC activities.
- Met with USDA representatives on 2 occasions to discuss housing ideas and hazard mitigation plan implementation opportunities.
- Organized a regional group of individuals to meet with Sen Amy Klobuchar to discuss opportunities for broadband.
- Finalized outreach and attended workshop in Granite Falls with FDIC regarding the use of the Community Reinvestment Act.
- Numerous conference calls and connections with other RDC executive directors regarding the greater MN planning document we are collectively working on called DevelopMN. Met with DEED, Southwest Initiative Foundation, Private Industry Council, MN Design Team to share and gain input for DevelopMN.
- Met with Amy Bjornjeld, Asst. Finance Director and reviewed all orientation materials.
- Reviewed 3 applications for RDC loan officer.
- Fielded calls and had several meetings regarding new and existing RLF loans.
- I have determined to wait n strategic planning for the staff and board until we (hopefully) have a new loan officer on board.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMVRDC Commissioners

FROM: Dawn Hegland

DATE: September 22, 2015

RE: RLF Update

LOAN STATUS REPORT

DEFAULTS (90days+)

Madison Meats – Bankruptcy, we continue to hold a UCC on the business but they have gone through official proceedings. Balance is $8,160.21.

Appleton Meat Center –Business is closed. Last payment was March 2015. Co-op Credit Union of Benson is in foreclosure process. Balance is $17,066.19.

Corner Stop of Maynard - Business is closed. June 2015 payment came back NSF. Randy sent a delinquent letter in July and I am just connecting with our attorney and consulting our collateral position before sending out the default letter. Balance is $3,966.53.

NEWEST update: Owner Pat Smith has agreed to catch up on payments and resume regular payments until paid off early next summer.

DELINQUENT (less than 90 days)
None

DEFERRED PAYMENTS

C & L - Interest Only June-Sept

PAID IN FULL

Ortonville Hardware Hank – paid off 7-1-2015

LOANS APPROVED BUT NOT DISBURSED

Do-Mats of Benson: $100,000. Complete finance package is still being processed. Sub-lease 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 IN 2015

None

OTHER

Vulnerable loans: R&R Outdoors: July7 payment was NSF on first draw but was successful on second try. Currently there are conversations with the owners and other lenders about the viability of the business moving forward. A lender meeting was held on 9/9/15 and collectively the group reviewed options and possible scenarios.

Loan extensions: Books by Kelly: new loan maturity date 8/15/2020
Private Industry Council: new loan maturity date 8/1/2020

NEW LOANS

Inquiries from banks in Dawson and Granite Falls but no new solid application leads.

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!

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: UMVRDC Commissioners

FROM: Melissa Carruth, Communications Coordinator

DATE: September 22, 2015

RE: **Prairie Waters Annual Gathering Update**

Each Summer Prairie Waters holds an annual gathering in a unique location located within the Prairie Waters region. Each year the Prairie Waters annual event rotates locations, and this year it was hosted in Lac qui Parle County. The event was held on August 26th, 2015 at the Lac qui Parle County Museum.

The museum's mission is to represent visually and chronologically the priceless heritage of Lac qui Parle County. The property consists of six separate buildings, one of them being Robert Bly's study where he conducted much of his early writing. Robert Bly is best known as Minnesota's First Poet Laureate, and the first 50 guests were gifted an original Robert Bly book.

The museum's tour guides were dressed in full costumes from as early as the 1900's and were stationed throughout the museum while the guests explored. The tour continued through an 1870's log cabin, rural school house build in 1887, 1933 gas station, and an agricultural machinery exhibit building.

Guests had the opportunity to dress up in costumes and pose with fun props for old time photos by a local photographer, Mandy Weber. The kids who attended stayed plenty busy participating in minnow racing contest and dressing up in costumes. There was a scavenger hunt set up throughout the museum where kids identified specific objects to win prizes. Door prizes such as gift certificates to local businesses, mugs, disc golf sets, free county fair passes, movie passes, DQ treats, and much more were distributed throughout the evening. Guests were also treated with free hotdogs, chips, cookies, and pop.

The purpose of these events is to showcase a unique asset within our region and to give people a reason to visit somewhere that they may have never been to before. These events are the perfect opportunity for the Prairie Waters program to explain the importance of regional collaboration and tourism.

INFORMATIONAL ONLY- No Action requested

ACTION MEMO

TO: UMVRDC Commissioners

FROM: Dawn Hegland

DATE: September 22, 2015

RE: RLF Loan Advisory Board Members

Two vanities have been filed on the RLF Loan Advisory Board. Eddie Massee of Farmers & Merchants Bank of Appleton and Craig Bakkelund of Granite Falls Bank were appointed by Swift and Yellow Medicine County Board of Commissioners.

RLF Loan Advisory Committee
The Loan Advisory Board is made up of the following representatives:
5 County Commissioners (one from each county)
5 Economic Development (ED) Representatives (one from each county)
3 UMVRDC Representatives (one as the chairman and only votes when a tie occurs)

UMVRDC
Gary Hendrickx- Chair
Gary Johnson
Warren Rau

Swift County
Joe Fox – County Commissioner
Eddie Massee– Farmers & Merchants Bank of Appleton

Yellow Medicine County
Louis Sherlin – County Commissioner
Craig Bakkelund– Granite Falls Bank

Big Stone County
Jay Backer – County Commissioner
Vicki Oakes – EDA/Banker Rep.

Lac qui Parle County
Terry Overlander – County Commissioner
Josh Falness – EDA/Banker Rep.

Chippewa County
Jim Dahlvang – County Commissioner
Mitch McKay – EDA/Banker Rep.

ACTION REQUESTED:
To approve Eddie Massee and Craig Bakkelund as new representatives to the RLF Loan Advisory Board.

#3b

ACTION MEMO

TO: UMVRDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: Sept 22, 2015

RE: **Clinton Graceville Beardsley Hedgehog Grant**

Kristi and Jacki have been working with Clinton, Graceville and Beardsley to develop a joint Small Cities Development Program application. The total application cost will be $12,000 and they are requesting $5,000 and the remaining costs will be shared between communities.

Hedgehog Grant Program Update

Staff are working on a number of projects (SCDP applications, hazard mitigation plans, larger technical assistance contracts) that are anticipated to request Hedgehog funding and it may create the need to be more critical Hedgehog Requests or risk running out of money early in the year. We could consider adding more dollars to the Hedgehog Fund but our levy dollars for 2016 are already spoken for and before taking dollars from reserves I would want to be sure we are using the Hedgehog dollars effectively. Keep in mind that when we initiated the Hedgehog Grant process we had several key areas we wanted to address:

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

1. We wanted to entice contracts with units of government we were not regularly working with, especially our smallest communities that have more limited capacity and budgets.
2. We wanted to fund grant writing that has the potential to generate follow up grant administration for the RDC.
3. We wanted to encourage larger scale planning processes that may lead to future opportunities and contracts with the RDC to implement the work of the plans.

In FY2016 we have subsidized the following work:

- $2,125 for the Watson Strategic Plan ($4,250)

We have used $2,125 to leverage an additional $ 2,125 in new revenue.

The Commission has the following options:

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

ACTION REQUESTED

Review the Hedgehog Grant Application from Clinton, Graceville and Beardsley and recommend action.

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

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

Hedgehog Grant Review Criteria

Date:
Sept. 22, 2015

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

Clinton, Graceville and Beardsley

Project Name:

DEED SCDP Application

Cost:

$__12,000_____ Total Estimated Project Cost

$ __7,000_____Total local share

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

$___2,875_____Amount left for cities under 500 if this project is funded

$__10,000_____Amount left for other units of government

Criteria	
Yes/No	City under 500 population
Yes/**No**	Received a Hedgehog Grant this RDC fiscal year (July-June)
Yes/No	UMVRDC proposal accepted and contract in place
Comprehensive Planning Strategic Planning **Grant Writing**	Eligible project area:
2010	Year of last contract with RDC
Yes	Potential for follow up contract administration
$12,000	Total contract amount
Yes/No	**RDC Recommended for funding DATE:_____**

#3c

ACTION MEMO

TO: UMVRDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: Sept 22, 2015

RE: **October RDC meeting**

The RDC meeting in October and the NADO Annual Business Meeting are both on October 27. I would like direction from the board on how you would like me to address this:

A. I could come back early from NADO;
B. You could have the RDC mtg without me as scheduled; or
C. We could reschedule the RDC.

ACTION REQUESTED

Recommend action for addressing the conflicting schedule between the NADO Annual Business meeting and the October RDC meeting.

#4a

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: September 22, 2015

RE: Annual Meeting Recap

This year we had 16 board members, 10 staff and 8 legislators/guests that attended all or part of the tour, meeting and dinner. We looked at a variety of projects within the City of Clara City and ended the day at Hinterland Vineyard's for the business meeting and dinner as well as a tour of the vineyard's.

DISCUSSION REQUESTED:

Feedback on the July 2015 Annual Meeting-Clara City tour.

#4b

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Jacki Anderson, Senior Planner

DATE: September 22, 2015

RE: 2015 City/County Survey

Each year UMVRDC staff survey our local units of government to find out what the following information:

- Upcoming Local Projects
- Topics LUGs would like more information on
- Ways that the UMVRDC can help

Included with this memo are the survey results. Staff respond by providing known resources that can assist local units of government with the issues/projects that they are working on as well as proposals (when appropriate) on how the UMVRDC can help move projects forward.

DISCUSSION REQUESTED:

Feedback on the 2015 survey results.

UMVRDC City Survey Results

2015

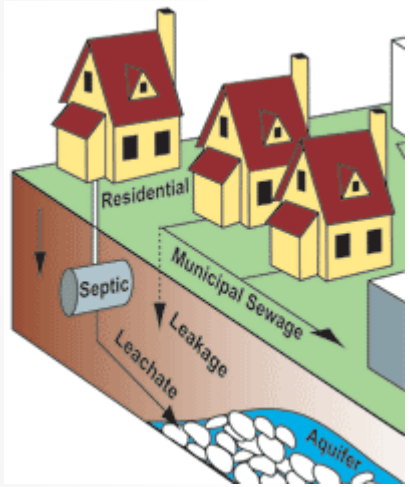
Who Responded?
35 Responses

- **Big Stone (29%)** –Big Stone County, Barry, Beardsley, Clinton, Correll, Graceville, Johnson, Odessa, Ortonville
- **Chippewa (17%)** – Chippewa County, Clara City, Maynard, Montevideo, Watson
- **Lac qui Parle (17%)** – Lac qui Parle County, Dawson, Madison, Marietta, Nassau
- **Swift (20%)** – Swift County, Appleton, Benson, DeGraff, Holloway, Kerkhoven, Murdock,
- **Yellow Medicine (17%)** – Yellow Medicine County, Clarkfield, Echo, Granite Falls, Hazel Run, Wood Lake,

Hot Topic Board Agendas for Next 12 Months

- *Infrastructure Projects (sewer/water/treatment plant)*
- *Economic development projects*
- *Street Project/Sidewalks*
- *Staff change/reorganization*
- *Dilapidated Structures*
- *Building projects*
- *Drainage/ditches*
- *Care centers*
- *Ordinances*
- *Housing development*
- *Energy Improvements*
- *Broadband*
- *Recreation improvements*

Top 3 Critical Issues

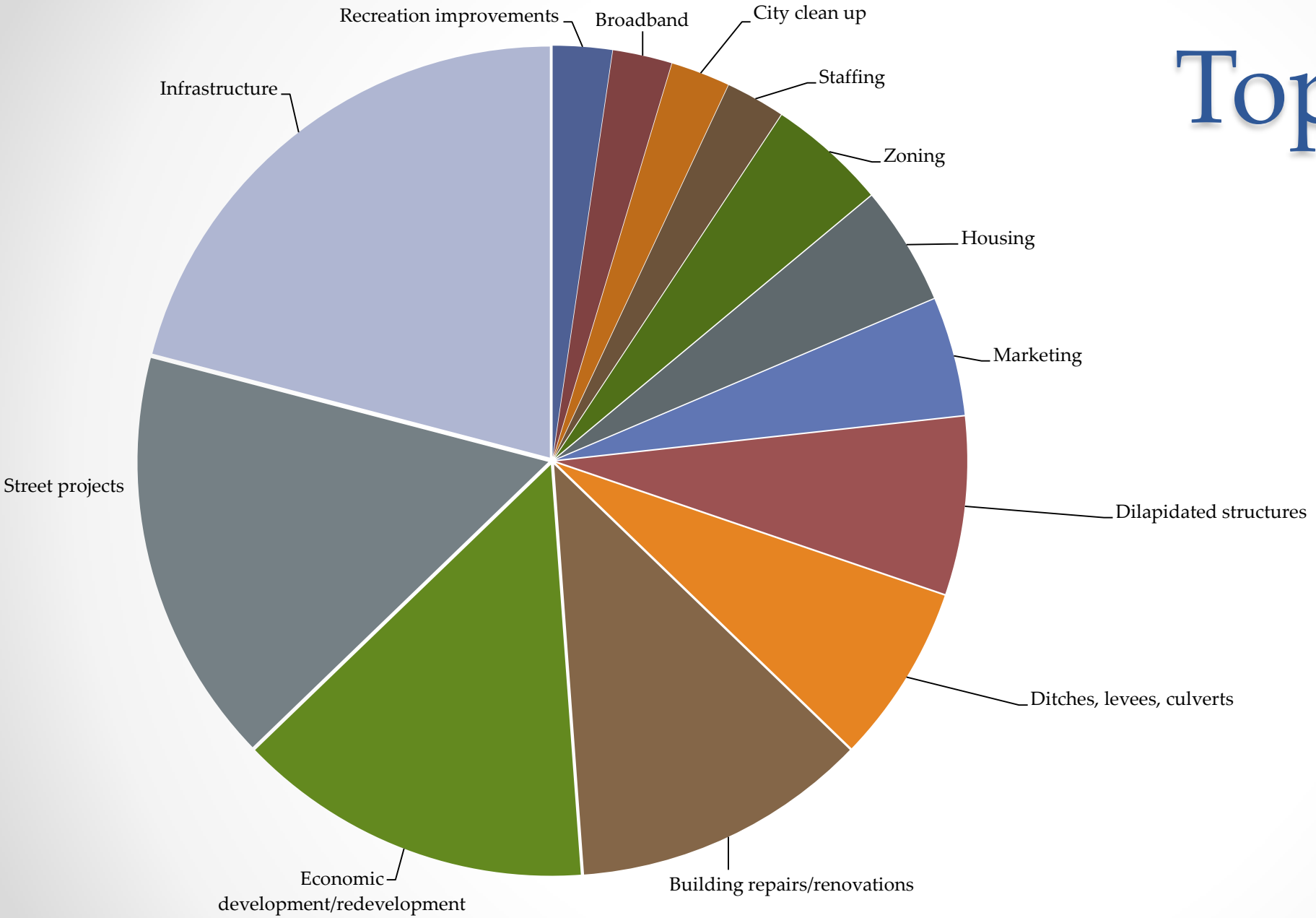


Water/Sewer/Wastewater Infrastructure

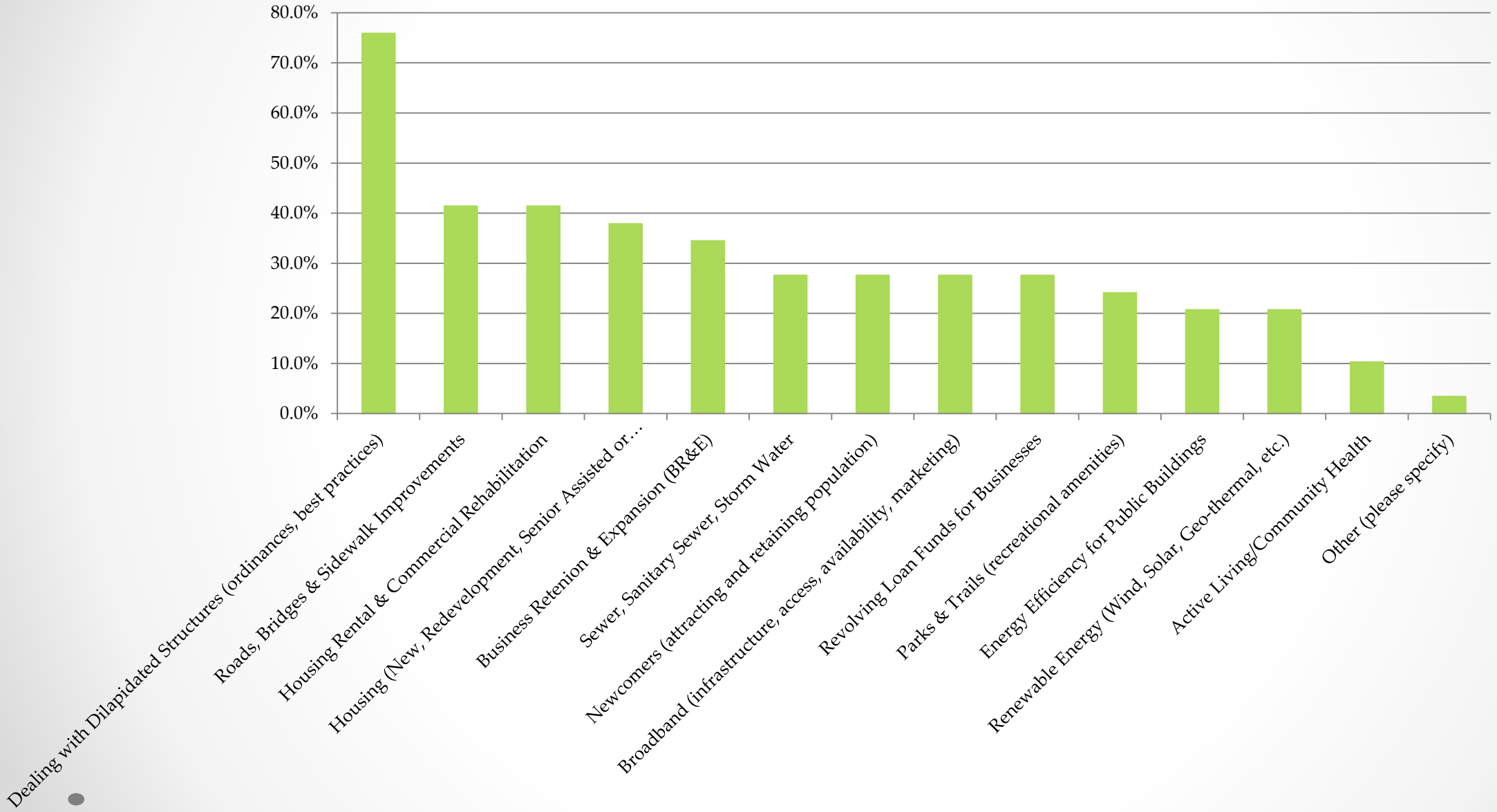
Road Improvements

Economic Development

Top Issues


Recreation improvements
Broadband
City clean up
Staffing
Zoning
Housing
Marketing
Dilapidated structures
Ditches, levees, culverts
Building repairs/renovations
Economic development/redevelopment
Street projects
Infrastructure

Top Demands for Information and Resources



Top 5 Ways UMVRDC Can Assist

General Feedback Received

- *"We greatly appreciate the strong working relationship we have with the UMVRDC staff."*
- *"We appreciate all that you do!"*