



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

****ALL BHAGS WILL BE MEETING AT 5:30PM****
****A light meal will be served****

BHAG #1 Be the premier agency for Community Development in Region 6W.

Committee MembersJudge's Chambers room****

Angela Doren
Scott Peterson
Pam Lehmann
Mitch Kling
Jim Dahlvang
Jeff Olson
Kathi Thymian

BHAG #2 All communities in Region 6W will understand who we are and what we do.

Committee MembersCity Council Chambers****

Bruce Swigerd
Brett Buer
Brent Olson
Mike Thein
Gary Hendrickx
Jim Schmaedeka
Upper Sioux Community Vacancy

BHAG #3 The RDC Commission will have 100% of the board members engaged in stewardship for the UMVRDC.

Committee MembersRDC Meeting room****

Rusty Dimberg
Harold Solem
Warren Rau
Juanita Lauritsen
Heather Giese
Gary Johnson
Mark Bourne

Reminder!

We will be taking photos
for the 2011 Annual Report
at the
May 24th RDC Board Meeting.



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BOARD MEETING AGENDA

6:30 PM, May 24, 2011

Call to Order

Approve Agenda/Additions

1. Consent Agenda Items
 - a. Approve Minutes of April 26, 2011 Meeting
 - b. Approve Treasurer's Report and April check listing
 - c. Browns Valley Contract for Fiscal Agent & Advisory Services
 - d. Granite Falls Contract for Fiscal Agent & Advisory Services
 - e. Byway Grant Application Authorization
 - f.

NOTE: All items listed under consent agenda will be enacted by one motion. There will be no separate discussion of these items unless desired by a Commission member. That item would then be removed from the consent agenda list and considered separately.

Citizens Comments

ROUND ROBIN: Please share any recent actions, discussions or issues from your council or board.

2. Information Items
 - a. Planner Update
 - b. CEDS Update
 - c.
3. Action Items
 - a.
 - b.
4. Discussion Items
 - a.
 - b.

Next Meeting June 28, 2011 Appleton Civic Center

Adjourn

"Enable the region to thrive through assisting local governments."

MINUTES

Upper Minnesota Valley Regional Development Commission

Appleton Civic Center

Appleton, MN

April 26, 2011

6:30 PM

Members Present: Bruce Swigerd, Juanita Lauritsen, Brent Olson, Jim Dahlvang, Brett Buer, Mark Bourne, Rusty Dimberg, Gary Hendrickx, Jeff Olson, Mitch Kling, Heather Giese, Warren Rau, Harold Solem, Gary Johnson, Mike Thein, Jim Schmaedeka

Members Absent: Angela Doren, Pam Lehmann, Scott Peterson

Staff Present: Dawn Hegland, Jen Remboldt, Jenifer Fadness, Kristi Fernholz

Call to Order

Chairperson Dahlvang called the meeting to order at 6:30 p.m.

Approve Agenda/Additions

One item was requested as an addition to the agenda:

2d. Resignation of Michelle Bouta

M/S/P - B. Swigerd, M. Thein to approve the agenda with the addition.

1. Consent Agenda Items

- a. Approve Minutes of March 22, 2011 Meeting
- b. Approve Treasurer's Report and March Check Listing
- c. Mn/DOT Transportation Planning Contract

M/S/P – M. Thein, H. Giese to approve the consent agenda as presented.

Citizens Comments ~ None

ROUND ROBIN DISCUSSION

The Board had good discussions on issues they are working on in their respective counties and communities – some of which were:

- Gary Johnson ~ Yellow Medicine County – Task Force has been formed to look into a Day Treatment Program for students in Yellow Medicine County. The county is also looking at expanding its pictometry.
- Brent ~ Big Stone County – County's GIS and Pictometry has gone live on its website.
- Brett ~ Dawson/Boyd School – Superintendent is retiring but has agreed to work part time next year.
- Mitch ~ Yellow Medicine Townships- CEO of the Pipestone Rural Water Board has announced his retirement.

- Mike ~ Chippewa County Municipalities- Clara City new drug store opening; EDA has purchased 2 acres of land one for future development and one for an expansion; took advantage of the MNWARN program which is mutual aid between cities, counties etc for equipment and labor, for additional information contact Windy Block.
- Jim Dahlvang ~ Chippewa County –Redistricting due to the census will have 4 county commissioners up for reelection.
- Harold~ Lac qui Parle County- Attended the Mn/DOT “GO” meeting in St. Cloud. Interesting information shared in regards to freight and energy. A public meeting will be held in Willmar.
- Gary Hendrickx ~ Swift County – AMC – discussing going from Dillon Rule to Cooley Doctrine.
- Heather ~ Swift County Municipalities – Appleton had a special meeting recently because Appleton Area Health Services is having financial difficulties. A company is going to come in and advise what changes can be done.

2. **Information Items**

- a. **Planner Update**
Commissioners reviewed a status update on RDC activities in the last month.
- b. **Community Development BHAG Summary**
Commissioners received the updated summary for the Community Development BHAG in their packets.
- c. **Census Comparison**
Commissioners received a census comparison for the cities in our region as well as overall numbers for the counties.
- d. **Resignation of Michelle Bouta**
Dawn advised the board that Michelle Bouta has accepted the Benson HRA Executive Director position. Discussion was held.

M/S/P – B. Olson, G. Hendrickx made a motion to accept with Thanks and Regrets the resignation of Michelle Bouta.

3. **Action Items**

- a.

4. **Discussion Items**

- a. **Prairie Waters Survey and Future**
Kristi Fernholz shared with the board the results of the Prairie Waters survey that was conducted last fall. She also informed the board that a discussion about Prairie Waters was held prior to the full board meeting this evening. Discussion was held.

Adjourn

The meeting was adjourned at 7:25 pm.

Next Meeting Location

Appleton Civic Center May 24, 2011 6:30 pm

APPROVED BY:

PREPARED BY:

Presiding Officer

Administrative Assistant

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Arlene Tilbury, Financial Officer
DATE: May 24, 2011
RE: Treasurer's Report – April 2011
April Check Listing

Attached is the April 2011 treasurer's report. On the bottom of the revenue report (page 2) I have added the current and year to date pass-thru revenue that is not included on the itemized revenue report. Pass-through items include things like payments to grants recipients; Meander and Tourism ads and special activities; Byway projects. At the end the disbursement report (page 3) are the agency balances for the following accounts: general checking, money market, revolving loan fund, agency auto and equipment fund. Also enclosed is the check listing that lists all checks cut for the month of April 2011.

ACTION REQUESTED:

For the Commission to approve the attached UMVRDC April 2011 Treasurer's Report and also the April check listing (check #16183 through 16238) as presented.

Enc.

#1b				
Upper MN VALLEY REGIONAL DEVELOPMENT COMMISSION				
Apr-11				
	FY11 Current			
Agency Revenues	Budget	Current	YR-To-DT	
Interest	4,000	389	3,888	97%
Levy	249,000	22	116,866	47%
Miscellaneous	200	319	3,928	1964%
Contracts & Reserves	0		0	0%
Economic Development/EDA				
EDA Planning Grant	64,628	16,657	64,628	100%
WesMN RLF Admin	32,000	8,880	32,867	103%
Hazard Mitigation				
4-County Hazard Mitigation Updates	55,491		32,280	58%
Upper Sioux Hazard Mitigation Updates	21,607		21,266	98%
LqP Hazard Mitigation Updates	35,000		14,334	41%
Technical Assistance				
Technical Assistance Potential Contracts	0		0	
Clara City Comp Plan (4,000 HH)	3,000		0	0%
Swift Park Ordinance		717	717	
Ortonville EDA Planning	450		0	0%
Upper Sioux Energy Plan	20,000		17,453	87%
Graceville Web Site	1,600		30	2%
Granite Falls Strategic Planning	4,000	2,000	4,000	100%
GIS Repair	6,348		6,348	100%
Appleton CCS	2,945		2,945	100%
Benson Shared Services	3,890	(4,025)	3,300	85%
Blandin Extension Project	4,875	1,030	1,030	21%
Swift Zoning(4,000 HH)	12,000	1,323	12,057	100%
Blandin Marketing	12,500	4	15,724	126%
Blandin Demo Community	5,000		10,004	200%
Grant Writing				
Potential Grant Writing Contracts	0		0	
Potential SCDP Grants	0		0	0%
Dawson DEED BDIP Grant	3,000		0	0%
Dawson EDA Grant Application (4,000 HH)	8,000		6,780	85%
Granite Falls Strategic Planning (2,000 HH)	4,000		0	0%
Granite Falls Bridge	4,000	2,000	2,000	50%
LqP Legacy Park Grant	0		0	
Benson SCDP Short Form Grant	1,500		0	0%
Benson DEED Redevelopment Grant	1,000		0	0%
Benson Park Ordinance and Shared service			3,440	
LqP Geothermal Energy Grant (750 HH)	1,500		1,500	100%
Grants Administration/Management				
Browns Valley HUD	55,000		34,110	62%
Granite Falls Overall Admin	37,500		18,010	48%
Maynard/Clara City SCDP	12,589	11,417	17,952	143%
Granite Falls/Clarkfield SCDP	19,000	2,633	11,344	60%
Benson SCDP	15,000		5,350	36%
Appleton SCDP	10,000		1,764	18%
Transportation/MN DOT				
Planning Grant	50,000		45,000	90%
Transit Study	4,650	133	6,336	136%
Transit Coordination Study Update	5,000		0	0%
Prairie Waters	56,500	7,575	76,446	135%
Forecast Public Arts Grant			1,500	
Art Crawl	29,700	5,620	37,409	126%
Legacy Grant - MN Historical Society	1,321		1,231	93%
Byway Legacy Interpretative Panels	37,390		35,887	96%
	895,184	56,694	669,725	75%
Pass-Thru Revenue (not included above)		39,631	1,182,034	

Upper MN VALLEY REGIONAL DEVELOPMENT COMMISSION				
Apr-11				
		Current	YR-To-DT	
DISBURSEMENTS				
Salaries/Fringe	511,200	41,241	434,556	85%
Data Acquisition	500		10	2%
Commissioner's Expense				
Per Diem/FICA	14,000	1,238	8,558	61%
Meeting Expense	3,000	49	1,144	38%
Public Officials Ins.	6,000		11,358	189%
Travel C&C	9,000	633	4,340	48%
Training	7,000		1,125	16%
Audit	12,000		12,477	104%
Hedge Hog Grants (\$2,110 remaining for Dawson)	4,360		0	0%
LqP OES Grant	750		750	100%
Dawson EDA Grant	1,890		1,890	100%
Swift Zoning	4,000		4,000	100%
Granite Falls Strategic Planning	2,000		2,000	100%
	2,000	2,000	2,000	100%
Computer Technical Assistance	25,000	6,566	12,250	49%
Contract for Services/Comm Dev	17,000	2,010	14,672	86%
Copy Charge/Xerox Lease	10,000	746	7,381	74%
Depreciation	10,000	1,693	7,583	76%
Dues	3,000		0	0%
Equipment	2,000		325	16%
Insurance	3,500		1,194	34%
Lease/Service Agreement	5,000		1,878	38%
Legal Fees	10,000		2,960	30%
Miscellaneous/Employee Morale	4,000	(171)	1,464	37%
Office Rent	12,210	1,017	11,183	92%
Postage	15,000	356	8,432	56%
Printing/Advertising	11,000		2,415	22%
RDC Marketing/handouts	10,000	56	2,935	29%
Registration/Training	13,500	207	5,530	41%
Repairs/Maintenance	1,000	75	928	93%
Software	3,000	200	466	16%
Software/Maint GIS	3,000		25	1%
Sub./Publications	2,000		1,185	59%
Supplies	8,500	394	2,905	34%
Telephone	8,000	511	5,311	66%
Travel/Staff	25,000	1,288	13,693	55%
Art Crawl	16,700	100	6,770	41%
Tourism Trade Shows/Ads	15,000	1,125	9,253	62%
	811,110	61,333	604,946	75%
Revenue over (under) expense	84,074	(4,639)	64,778	
General Checking	\$ 167,973.99			
Money Market	\$ 353,009.79			
RLF Savings	\$ 372,271.30			
Agency Auto	\$ 31,161.05			
Equipment Fund	\$ 21,596.68			
UMVRDC Secretary/Treasurer		UMVRDC Executive Director		

Checks 16183 through 16238

April 2011 Check Listing

Check#	Check Date	Vendor Name	Check Amount	Description
16183	04/07/2011	CHIPPEWA COUNTY AUDITOR	411.73	Dental Insurance - April 2011
16184	04/07/2011	CITY OF BENSON	4,025.00	Refund Shared Services Study
16185	04/07/2011	CITY OF APPLETON	1,016.67	Office Rent - May 2011
16186	04/07/2011	DAWN HEGLAND	75.00	April Cell Phone
16187	04/07/2011	DONS FOOD PRIDE	13.57	Meeting Expense
16188	04/07/2011	Federated Telephone	6,566.00	Computer Technical Assistance
16189	04/07/2011	Home & Away, Inc	1,020.00	Travel Directory Ad
16190	04/07/2011	KDIO	100.00	Advertising - Meander
16191	04/07/2011	Kutter Computer Systems LLC	80.16	Equipment Replacement
16192	04/07/2011	Mediacom LLC	99.95	Internet - (4-4-11 - 5-3-11)
16193	04/07/2011	Michelle Bouta	125.00	HRA Account - April 2011
16194	04/07/2011	MID-MN DEVELOPMENT COMM	60.74	Staff Travel/Training
16195	04/07/2011	PRAIRIE FIVE CAC	3,192.00	G.F./Clark. Rent Rehab Admin \$287.00; Owner Rehab Admin \$2,905.00
16196	04/07/2011	Scarcely Ltd.	900.00	G.F./Clarkfield Rent Rehab Admin \$450; Owner Rehab Admin \$450
16197	04/07/2011	Select Account	22.98	Jan-March 2011 Admin Fee
16198	04/07/2011	The Appleton Press	55.58	RDC Marketing Supplies
16199	04/07/2011	Vivid Image, Inc.	78.00	April Web Host Design & Update
16200	04/19/2011	A to Z Letterpress Printing	1,500.00	Meander - Contract for Services
16201	04/19/2011	ARLENE TILBURY	59.60	Staff Travel
16202	04/19/2011	Bangsund Construction Inc.	2,262.00	Benson Owner Rehab
16203	04/19/2011	BK Plumbing & Heating	5,000.00	Benson Owner Rehab
16204	04/19/2011	Chase Card Services	2,104.31	Meander Domain Registry, Survey Monkey Renewal, Hard Drive, Reset PW's on Netgear, Onstar, Sonic Wall, Agency Auto Gas, Regional Recruit., Travel, Supplies, Cancel FTP Site, Conference Cancelled
16205	04/19/2011	Dana F. Cole & Company LLP	30.94	Flex Admin Fee
16206	04/19/2011	JACALYN ANDERSON	38.58	"Local Item" for Conference, Staff Travel
16207	04/19/2011	MN NCPERS Life Insurance	48.00	May Group Life Insurance
16208	04/19/2011	PAUL MICHAELSON	607.92	Browns Valley Consultant and Travel, Granite Falls Consultant
16209	04/19/2011	Paula Soine	80.07	Meander Committee Travel
16210	04/19/2011	Select Account	7.66	April 2011 Fee
16211	04/19/2011	TDS Telecom	220.57	Telephone Charges
16212	04/19/2011	Trish's Catering	104.00	Meeting Expense
16213	04/19/2011	Xerox Corporation	797.72	Copy Charge
16214	04/25/2011	Bourne, Mark L	71.14	Commissioner's Payroll
16215	04/25/2011	Buer, Brett T.	79.81	Commissioner's Payroll
16216	04/25/2011	Dahlvang, Jim	76.75	Commissioner's Payroll
16217	04/25/2011	Dimberg, Harold R	70.63	Commissioner's Payroll
16218	04/25/2011	Doren, Angela	70.63	Commissioner's Payroll
16219	04/25/2011	Giese, Heather	47.17	Commissioner's Payroll
16220	04/25/2011	Hendrickx, Gary	94.35	Commissioner's Payroll
16221	04/25/2011	Johnson, Gary L.	181.05	Commissioner's Payroll
16222	04/25/2011	Kling, Wayne	82.87	Commissioner's Payroll
16223	04/25/2011	Lauritsen, Juanita	47.17	Commissioner's Payroll
16224	04/25/2011	Lehmann, Pamela G.	83.38	Commissioner's Payroll

Check#	Check Date	Vendor Name	Check Amount	Description
16225	04/25/2011	Olson, Brent	71.14	Commissioner's Pa;yroll
16226	04/25/2011	Olson, Jeff	71.65	Commissioner's Pa;yroll
16227	04/25/2011	Peterson, Scott	84.91	Commissioner's Pa;yroll
16228	04/25/2011	Rau, Warren	120.87	Commissioner's Pa;yroll
16229	04/25/2011	Schmaedeka, Jim	82.87	Commissioner's Pa;yroll
16230	04/25/2011	Solem, Harold	129.03	Commissioner's Pa;yroll
16231	04/25/2011	Swigerd, Bruce	70.12	Commissioner's Pa;yroll
16232	04/25/2011	Thein, Mike	102.25	Commissioner's Pa;yroll
16233	04/27/2011	Countryside Public Health	35.00	License Application-Special Event Food Stand
16234	04/27/2011	Dakota Mailing & Shipping Equip.	250.03	Rate Software Scale
16235	04/27/2011	Great America Leasing Corp.	109.01	Postage Meter Rental
16236	04/27/2011	Minnesota West CTC	89.00	Registration-Business Seminar Creative Problem Solving
16237	04/27/2011	USAble Life	26.60	Life Insurance -May 2011
16212	04/19/2011	Trish's Catering	-104.00	Voided check
16238	04/27/2011	Minnesota West CTC	267.00	Registration-Business Seminar Creative Problem Solving
			33,014.18	Total Paid in April 2011

Brett Buer, UMRDC Secretary/Treasurer

Dawn Hegland, Executive Director

Gray highlights are pass-thru expenses

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Barb Jordahl, Grants Administrative Planner
DATE: May 24, 2011
RE: Browns Valley Contract for Fiscal Agent & Advisory Services

The contract for fiscal agent and advisory services is between the City of Browns Valley and the UMRDC. The UMRDC agrees to act as fiscal agent and provide advisory services on behalf of the City for its flood recovery activities. The term of this agreement is from July 1, 2011 through June 30, 2012.

ACTION REQUESTED:

To approve entering into a contract with the City of Browns Valley for fiscal agent and advisory services for a fee not to exceed \$30,000.

BJ

Enc.

CONTRACT FOR FISCAL AGENT & ADVISORY SERVICES

City of Browns Valley
and
Upper Minnesota Valley Regional Development Commission

FY 2012 -02

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

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

I. CONTRACT TERM

The term of this Agreement is from July 1, 2011 through June 30, 2012.

II. ADMINISTRATIVE TERMS

In consideration of financial reimbursement, UMVRDC agrees to act as fiscal agent and provide advisory services on behalf of the City for its Flood Recovery activities.

As Fiscal Agent for the Browns Valley flood recovery activities, the UMVRDC agrees to perform all terms and conditions imposed upon the City by the funding agencies related to fiscal control and reporting. UMVRDC will track donation dollars that are allocated by the city to the general recovery efforts.

The UMVRDC agrees to provide a Financial Officer to perform all fiscal activities. All of the services will be performed by UMVRDC personnel who shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

The Financial Officer shall be responsible for establishing and maintaining a financial system that meets all applicable state and federal requirements. This will include making payment requests, writing checks to contractors, preparing financial statements, and providing the City with information necessary for the City's A-133 Audit if one is required.

This includes one task force meeting per month and up to 35 hours of staff time per month to accomplish the following: update spreadsheets; request funds; prepare reports; provide Browns Valley auditors pertinent information regarding flood related activities; track all funding per activity. If additional assistance or meetings are required, the City will be billed at \$65 per hour.

III. ADVISORY TERMS

In consideration of financial reimbursement, UMVRDC agrees to provide personnel to serve on the task force committee to provide guidance and assistance in the flood mitigation process.

IV. PAYMENT TERMS

The City agrees to pay the UMVRDC \$65/hour plus mileage, copy charges and miscellaneous expenses for project related costs for a total fee not to exceed \$30,000.

V. AMENDMENT

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

VI. TERMINATION

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

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

CITY OF BROWNS VALLEY, MINNESOTA

BY: _____ DATE: _____
Mayor

ATTEST: _____ DATE: _____
City Clerk

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION

BY: _____ DATE: _____
Chairperson

ATTEST: _____ DATE: _____
Executive Director

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Barb Jordahl, Grants Administrative Planner
DATE: May 24, 2011
RE: Granite Falls Contract for Fiscal Agent & Advisory Services

The contract for fiscal agent and advisory services is between the City of Granite Falls and the UMVRDC. The UMVRDC agrees to act as fiscal agent and provide advisory services on behalf of the City for its disaster recovery activities. The term of this agreement is from July 1, 2011 through June 30, 2012.

ACTION REQUESTED:

To approve entering into a contract with the City of Granite Falls for fiscal agent and advisory services for a fee not to exceed \$30,000.

BJ

Enc.

CONTRACT FOR FISCAL AGENT & ADVISORY SERVICES

City of Granite Falls
and
Upper Minnesota Valley Regional Development Commission

FY 2012– #01

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

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

I. CONTRACT TERM

The term of this Agreement is from July 1, 2011 through June 30, 2012.

II. ADMINISTRATIVE TERMS

In consideration of financial reimbursement, UMVRDC agrees to act as fiscal agent and provide advisory services on behalf of the City for its disaster recovery activities.

As Fiscal Agent for the Granite Falls disaster recovery activities, the UMVRDC agrees to perform all terms and conditions imposed upon the City by the funding agencies related to fiscal control and reporting.

The UMVRDC agrees to provide a Financial Officer to perform all fiscal activities. All of the services will be performed by UMVRDC personnel who shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

The Financial Officer shall be responsible for establishing and maintaining a financial system that meets all applicable state and federal requirements. This includes one task force meeting per month and up to 35 hours of staff time per month to accomplish the following: update spreadsheets; request funds; prepare reports; provide Granite Falls auditors pertinent information regarding disaster recovery related activities; track all funding per activity. If additional assistance or meetings are required, the City will be billed at \$60 per hour.

III. ADVISORY TERMS

In consideration of financial reimbursement, UMVRDC agrees to provide personnel to serve on the task force committee to provide guidance and assistance in the recovery mitigation process.

IV. PAYMENT TERMS

The City agrees to pay the UMRDC \$60/hour plus mileage, copy charges and miscellaneous expenses for project related costs for a total fee not to exceed \$30,000.

V. AMENDMENT

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

VI. TERMINATION

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

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

CITY OF GRANITE FALLS, MINNESOTA

BY: _____ DATE: _____
Mayor

ATTEST: _____ DATE: _____
City Clerk

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION

BY: _____ DATE: _____
Chairperson

ATTEST: _____ DATE: _____
Executive Director

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Tourism Planner
DATE: May 24, 2011
RE: Byway Grant Application Authorization

The UMVRDC, as coordinator of the Minnesota River Valley National Scenic Byway, is eligible for Federal Highway Administration funds to implement the initiatives of the Byway. This year's grant has a very short solicitation timeframe. Grants are due to the state on May 27th, 2011.

At this time, the byway has decided to write a grant application to update their byway's Corridor Management Plan. Much of this work will be done by the UMVRDC planning staff. This grant will likely take 18 months – 2 years to accomplish. The total cost of the grant project will be between \$40,000 and \$60,000.

The UMVRDC is requested to provide match for the staff time under this application. The grant requires a 20 percent match authorized by the UMVRDC (\$8,000 - \$12,000). Matching dollars must be committed in order to submit this grant application.

ACTION REQUESTED:

Authorization of 20% in match for the Minnesota River Valley Scenic Byway Corridor Management Plan update 2011.

KF

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Jacki Anderson, Kristi Fernholz, Barb Jordahl, Arlene Tilbury & Jenifer Fadness

DATE: May 24th, 2011

RE: Planner Update

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

Revolving Loan Fund – Jacki

The balance available for lending as of March 2011 is **\$351,188.50**.

Funds may be used for equipment, real estate and working capital. Bank participation is required. Interest rates are typically between 4-6% with terms of 5-20 years depending on the activity financed.

Blandin Broadband Demonstration Community – Dawn, Jacki

Demonstration projects will present project updates for the MIRC Steering Committee on May 19th at the UMRDC from 1-4pm. The list of project presenters is listed below:

Dawson/Boyd Schools Project – Mini geek squad concept and online classes

Ortonville EDA/Schools Project – Connect students, business and social media

Johnson Memorial Health Services Project – Home health experiment

UMVRDC Project – Rural websites

Big Stone County Project – E-government GIS Services

Lac qui Parle EDA Project – Expanding computer commuter services

Hazard Mitigation – Jacki

Swift County will hold their third task force meeting on Wednesday, May 25th from 1:30 – 3:30 in the Benson City Council Chambers to prioritize county and city mitigation strategies.

HSEM has indicated that they will be forwarded the plan to FEMA for approval. This summer all Lac qui Parle cities will be asked to adopt the plan.

Clara City Comprehensive Planning – Kristi, Jacki

Kristi worked with the city administrator to put together a draft survey. The task force will review before sending out the final city survey.

Prairie Waters Regional Tourism – Kristi, Jenifer

The West Central Tribune wrote a nice article about how Prairie Waters members remain positive despite tight budgets.

Prairie Waters also received an award for Collaboration from the Southwest Initiative Foundation on May 20th at that their annual meeting. This award will include \$1000 that can go towards the work of Prairie Waters.

Minnesota River Valley National Scenic Byway (MRVSB) – Kristi, Jenifer

Staff received word that the FHWA grant that was submitted in 2010 was not funded. Although this marketing grant was ranked #2 at the state level, marketing grants were given low priority at the federal level.

The 2011 grant solicitation for FHWA was announced with a VERY short time frame for completion. The byway has decided to apply for a Corridor Management Plan update. This grant will include a lot of planning time to be completed by UMRVDC staff. We will be asking for the 20% match from the UMRVDC.

Meander – Kristi, Jenifer

The Meander brochure was sent to the printer last week and will be available June 1st.

City of Echo website - Kristi

Kristi met informally with the City Clerk of Echo to discuss their city website plans.

Granite Falls – Arlene, Barb

The task force met on May 13, 2011 in Granite Falls. Some of the items discussed included dike road repairs, Prentice Street flood protection, and the status of future projects. The budget spreadsheets were updated and reviewed. A new contract for additional fiscal and advisory services for work performed by the UMRVDC for the City of Granite Falls will be initiated.

2011 Transit Service Coordination Plan – Dawn

A survey was sent out to all the transportation providers in the region. Data will be analyzed and reported. Steering committee is being formed.

USC Energy Plan – Jacki

USC is working with Prairie Five to complete energy audits that will contribute to baseline data that will be used in the energy plan.

Regional Recruitment – Jacki, Dawn

The group met on April 13th to review the additional economic analysis data gathered about newcomers in the region.

Meetings and Conferences

5/13/11	Granite Falls Task Force Mtg	Barb
5/16-17/11	Transportation Planners Mtg. in St. Cloud	Dawn
5/19/11	MIRC Steering Committee Presentations	Dawn, Jacki, Kristi
5/20/11	SWIF Annual Mtg	Dawn, Kristi, Jenifer
5/25/11	Swift Co HM Task Force Mtg	Jacki

INFORMATIONAL ONLY- No Action requested

INFORMATIONAL MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Jacki Anderson, Senior Planner
DATE: May 24, 2011
RE: CEDS Update

EDA recently sent a letter indicating that they are going to standardize the CEDS reporting process and timeline. EDA would like revised CEDS every five years. The UMRDC's last CEDS revision was submitted in June 2008 which would make our next revision due June 2013. Although our EDA Planning Grant indicates our revised CEDS is due June 2012, Dawn has received documented communication via email that we are authorized to submit our revised CEDS June 2013.

INFORMATION ONLY: No action required.