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

Pledge of Allegiance
Introductions
Approve Agenda/Additions
Guest Presentation: Cheryl Glaeser & Bruce Bergeson-LYFT Pathways Program
Round Robin: Share recent actions, discussions or issues from your city, county, council or board

1. **Action Items**
   a. Maccray Safe Routes to School Hedgehog Request

2. **Information Items**
   a. Planner Update
   b. Executive Director Update
   c. RLF Update
   d. NADO Photo Contest
   e. Launch Your Future Today (LYFT)

3. **Discussion Items**

4. **Consent Agenda Items**
   a. Minutes from September 2018
   b. September 2018 Treasurer’s Report and Board Payment Listings
   c. RLF Treasurer’s Report
   d. Milan Technical Assistance Contract Amendment
   e. Maccray Safe Routes to School Contract
   f. FEMA Regional Assistance to Fire Fighters Grant

**NOTE:** All items listed under consent agenda will be enacted by one motion. Upon request, member can remove items from the consent agenda list and have them considered separately under Action Items.

Staff Presentation: None
Citizen Comments:
Adjournment:

Next Meeting: Tuesday, November 27th
BHAGs @5pm
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: October 23, 2018
RE: MACCRAY Hedgehog Request

The MACCRAY school district is interested in pursuing a Safe Routes to School plan. They have requested our assistance to submit a grant for them to MNDOT to write a grant. The total application cost will be $1,500 and they are requesting $750 from the UMVRDC Hedgehog program.

MACCRAY has submitted a Hedgehog Grant application for 50% of the application contract cost, in the amount of $750.

In FY 2019 we have expended the following in Hedgehog Grants.

- $5,000 Kerkhoven Comprehensive Planning
- $5,000 Canby SCDP
- $1,250 Granite Falls Redevelopment
- $1,500 Watson SCDP
- $2,150 Dawson MNHS Grant writing

Balance: $5,100 (note that the balance in last Hedgehog request was incorrect. This is the correct balance)

Hedgehog Grant Program

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.

The Commission has the following options:

a) Fully fund the application
b) Partially fund the application
c) Deny the application

ACTION REQUESTED
Review the Hedgehog Grant Application request for $750 from the MACCRAY School District and recommend action.
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

<table>
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<tr>
<th>Date:</th>
<th>October 23, 2018</th>
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</thead>
<tbody>
<tr>
<td>City/County/Township/Tribal/School District Name:</td>
<td>MACCRAY</td>
</tr>
<tr>
<td>Project Name:</td>
<td>Safe Routes to School Grant Writing</td>
</tr>
<tr>
<td>Cost:</td>
<td>Total Estimated Project Cost $1,500</td>
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<tr>
<td></td>
<td>Total local share $750</td>
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<td></td>
<td>Requested Amount from Hedgehog Grant (50% of the total project cost up to $5,000.) $750</td>
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<tr>
<td></td>
<td>Amount left for cities under 500 if this project is funded $4,350</td>
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<td></td>
<td>Amount left for other units of government $0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>City under 500 population</td>
</tr>
<tr>
<td>No</td>
<td>Received a Hedgehog Grant this RDC fiscal year (July-June)</td>
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<tr>
<td>In progress</td>
<td>UMVRDC proposal accepted and contract in place</td>
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<tr>
<td>Comprehensive Planning Strategic Planning Grant Writing</td>
<td>Eligible project area:</td>
</tr>
<tr>
<td>2018</td>
<td>Year of last contract with RDC: In 2018, we wrote a grant to pursue a conditions assessment that was successful. In 2017 we had a contract to write a grant that was not successful.</td>
</tr>
<tr>
<td>Yes</td>
<td>Potential for follow up work: if funded, the UMVRDC will complete the SRTS plan.</td>
</tr>
<tr>
<td>$1,500</td>
<td>Total contract amount</td>
</tr>
<tr>
<td>Yes/No</td>
<td>RDC Recommended for funding DATE:__________</td>
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</tbody>
</table>
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Melissa Streich, Kirk Bustrom, Laura Ostlie
DATE: October 23, 2018
RE: Planner Update

In the continuing effort to update the Commission on projects, staff has prepared the following summary.

CONTRACTS:

Lac qui Parle & Swift Counties All Hazard Mitigation Plan Updates – Kirk
RDC staff is working with Lac qui Parle and Swift counties on 5-year updates of their All Hazard Mitigation Plans. RDC staff is working with County emergency managers on scheduling task force and public meetings and authoring plan updates. The last of four planned task force meetings for Lac qui Parle and Swift counties will be scheduled in the upcoming months. The UMD Geospatial Analysis Center has completed subcontracted work on related GIS mapping and Level 2 HAZUS Flood Analysis. RDC staff have completed all related GIS mapping requirements. Final plan update edits are in progress and scheduled for public input and adoption following completion.

Madison Arts Council - Kristi
We have published an RFQ – Request for Qualifications – which asks interested artists to submit their resume, budget examples and work samples. From this list of artists, we will pick three to contract with to create a design specifically for Madison.

Memorial Park – Kristi
Kristi continues to work with the City of Granite Falls and Memorial Park and their work with the Greater MN Regional Parks and Trails Commission. The bathroom is being constructed, the picnic shelter repaired, and the road is being reconfigured. Most work on this first phase of construction should be complete this fall.

Milan TA – Kristi
The current project for Milan is looking into a SCDP grant for homeowners, rental units, and commercial. Intent to Participates have been sent out. Watson has decided to join in on the application.

Montevideo Arts Project (MAP) - Kristi
We are contracting with artist Victoria Jones to work on the staircase project in Montevideo. The next step is to determine a theme and do more research on the project.

Benson SCDP – Laura
The $638,250 grant award along with additional leveraged resources, will total $854,000 in rehabilitation within the city. The goal is to have 20 owner-occupied homes and six commercial business’ benefit from the grant that will span through September 2020. RDC staff completed the annual report which was due October 15. Currently on the owner-occupied side of the project, one project has been completed, nine repayment agreements have been recorded, and
eight files are out of bid. As for commercial, one project has been closed, three are out for bids, and an additional project in line.

**Granite Falls SCDP Admin – Laura**
The $625,888 grant award along with additional leveraged resources, will total $891,501 in rehabilitation within the city. The goal is to rehabilitate 11 owner-occupied homes, seven rental single-family homes and six commercial business. We are starting the environmental review and setting up the contracts, along with submitted annual report.

**PACE for Chippewa County – Kristi**
We created a social media ad to share on Facebook and email blasts. We are also calling businesses to talk about the opportunities of PACE. PACE is Property Assessed Clean Energy Financing and can help energy efficiency projects find financing.

**Clarkfield SCDP Admin – Laura**
The $1,107,430 grant award along with leveraged resources, will total 24,152,455 in rehabilitation within the city. A public infrastructure project along with 15 owner occupied homes and five commercial businesses are the goals for this SCDP grant. RDC staff submitted the annual. Next steps will include the environmental study and working to complete the contracts for the grant administration.

**Clinton, Graceville and Beardsley SDCP – Laura**
With the annual report being just turned in by my RDC staff, it was reported that there are six projects out for bids, thirteen completed, and four in the proceed process for the owner-occupied rehab projects. As for commercial, there are four completed projects, one in proceed, one in the financing stage and one additional application being taken to. The grant runs through September 2019.

**Browns Valley Grant Admin – Toelle Coulee Flood Risk Reduction – Matt**
We were asked to provide grant administration for flooding project between Browns Valley and the DNR. This is an ongoing project.

**Lac qui Parle EDA Revolving Loan Fund- Laura**
RDC staff met with the RLF loan board on October 5th to review an application from the Hilltop Bar & Grill from Dawson. The board approved a $27,499 loan to assist in the purchase of inventory and working capital. RDC is working with USDA to get the funds dispersed and to schedule a closing date with the owners.

**Yellow Medicine Housing Assessment Contract Amendment-Canby – Kirk**
In 2016, the UMVRDC was asked to provide technical assistance in helping three communities within Yellow Medicine County with housing assessments. This work included preparing assessment tools, training volunteers and providing mapping services to represent the data collected. The contract was intended to work with Canby, Clarkfield and Granite Falls on housing assessments. At the time, Canby chose not to move ahead with any housing assessment technical assistance. In June, the Canby City Council approved to move forward with housing assessment technical assistance and to utilize existing survey data completed by DSI last year. The original contract had an end date of August 1, 2016. Yellow Medicine County agreed to extend the existing contract to December 31, 2018 to allow for completion of housing assessment technical assistance for the City of Canby. Initial compilation of existing survey data from DSI has been completed and related GIS analysis by RDC staff has begun. RDC staff is working with the City to organize and train volunteers for completion of remaining survey work.
Kerkhoven Planning – Kristi and Laura
Kerkhoven City Council approved the proposed comprehensive planning contract that is set to start Fall of 2018 and will be estimated to last for 18 months. Meetings will start in December.

City of Canby SCDP Application – Kirk and Laura
Intent to participate forms have been sent out to property owners and are due back to the RDC the end of August. RDC staff will be working with the City of Canby to complete the SCDP preapplication that is due in November.

PROGRAM UPDATES:

Federal EDA Planning Grant – Kirk
A number of required plans and reports required as special award conditions pursuant to UMVRDC’s 3-year planning grant are scheduled for submission by the end of this month. A semi-annual Progress Report on UMVRDC’s planning grant scope of work for the period ending September 30th is in progress for draft completion, review and submittal along with related financial reporting requirements.

Meander – Kristi
Meander 2018 was a success again! Reports are that crowds were up and sales sounds like they were up too. We are working on getting economic data together. We will present to the board when completed.

MN River Valley National Scenic Byway - Kristi
A new visitors guide is complete and is being distributed. The byway continues to consider sustainable funding to continue to work with the byway. In the short term, some of the activities will be done through the MNDOT planning grant. We are looking for additional grants and funds.

Prairie Waters Regional Tourism/Get Rural – Melissa
The Prairie Waters annual gathering was held on September 26th at the Wegdahl County Park. There were pontoon rides sponsored by Let’s Go Fishing, Talking Waters Brewery, DJ Systems entertainment, DNR fish education, bonfire, free food, door prizes, and more.

Prairie Waters will be contracting with Itineraries Midwest to design the 2019-2020 visitor/relocation guides. We will be sending out information on ad sales by the end of the month.

Opportunity Zones – Kirk and Laura
Opportunity Zones are a new community development program established by Congress in the Tax Cut and Jobs Act of 2017 to encourage long-term investments in low-income and urban communities nationwide. The Governor was authorized to designate 25% of eligible census tracts as Opportunity Zones in the state. Gov. Dayton submitted Opportunity Zone recommendations to the U.S. Treasury in April. As the Federal EDA designated RDD, UMVRDC staff will be working with MN DEED, SWIF and local units of government to convene discussions and planning efforts regarding the formation and administration of Opportunity Funds as further guidance is made available by the U.S. Department of Treasury.

2020 US Census Participant Statistical Areas Program – Kirk
RDC staff are coordinating with US Census Bureau staff and regional LUG’s for accurate representation of census figures for the upcoming 2020 US Census. Accurate representation for the Census is critical to the work we do and for our LUG’s as a multitude of funding criteria for projects and other critical eligibility criteria relates back to census numbers.
Transportation – Kristi and Dawn
Kristi attended transportation meetings in August and September:

- Transportation Planners meeting in September – we reviewed programs such as ADA documents, safe routes to school, byways, initiatives in Fergus Falls, 5-year transit plan, The RDC transportation grants, RTCC grants and art-based initiatives,
- Bike/Ped counter training – we were given a training in how to use the free counter system available to anyone wanting to see how much a local trail is used.
- District 4 Statewide Bike Plan meeting – we reviewed the proposed bike trails in District 4 and reviewed priorities for the plan.

CONTRACT DEVELOPMENT:
Regional Fire Departments – Assistance to Firefighters Grant – Kirk
After discussing the possibility of a regional application with Wood Lake Fire Department, RDC staff reached out to the regional coordinator for the grant program who confirmed that a regional application would have an increased likelihood of being funded. RDC staff reached out to all regional fire departments. The fire departments of Big Stone County – Beardsley and Clinton; Lac qui Parle County – Dawson and Madison; Chippewa County – Milan; and Yellow Medicine County – Canby, Clarkfield/Hazel Run, Hanley Falls, Porter, St. Leo, Echo and Wood Lake have confirmed participation in a regional application in the FY19 grant cycle for procurement of turnout gear, SCBA’s and other miscellaneous equipment. Canby volunteered to act as host applicant with all other departments being co-applicants.

RTCC – Kristi and Dawn
We are working with Prairie Five to explore a grant application to create a regional transportation coordination council. We will continue the conversation in the coming months.

Active contracts | Anticipated Completion
---|---
Benson SCDP | September 2020
Clinton SCDP | September 2019
Lac qui Parle EDA | Ongoing
Montevideo Arts Project | June 2018
Maynard Museum | June 2018
Granite Falls Memorial Park TA | June 2018
LQP County Hazard Mitigation | May 2020
Swift County Hazard Mitigation | May 2020
YMC Housing Assessment – Canby | November 2018
Appleton RLF Administration | Ongoing
Canby SCDP Application | June 2019

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: October 23, 2018

RE: Director’s Report

To update the Commission on my activities, I prepared the following summary of actions that I worked on since the last board meeting.

- Reviewed 13 applications for a planner assistant with Kristi and Melissa. Completed interviews with 3 applicants. We will be completing a second interview with our top candidate on Oct 22.
- I will continue to fill in on transportation work until hiring a new planner. This includes ATP meetings, working with the Transportation Alternatives and Safe Routes to School funding solicitation and attending some miscellaneous meetings. Attended a MnDOT meeting for a realignment of the MN Hwy 119/MN7/59 intersection in Appleton. Kristi is also taking in some meetings and working on some possible Safe Routes inquiries.
- Attended the Lac qui Parle County Board meeting with Melissa to talk about the RDC and Prairie Waters.
- Met and talked with several officials from Lac qui Parle County regarding the future of their EDA.
- Attended the NADO annual training conference in Charlotte. Served as chairperson of the nominating committee for the next officers. In this role I convened a committee to interview officer nominations that were elected at the annual board meeting held during the conference.
- Continue to finalize the outline for the conversion of our existing on-premise file server to Microsoft’s cloud environment. We are waiting for some of the final design concepts.
- As Vice Chairperson for the SW MN Housing Partnership, held several conference calls with the search firm, agency staff and search committee members who are working on selecting the next CEO. Attended a strategic planning meeting about the Partnerships’ recent Partnership Art Project which worked with three demonstration communities across Southern MN (including Milan) where they used artists to convene community development conversations about priorities in their communities.
- Discussed and reviewed some training ideas and opportunities with staff.
- Organized a regional workshop about LYFT Pathways. A presentation on Lyft will be at this month’s meeting.

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: October 23, 2018
RE: RLF Update

LOAN STATUS REPORT

DEFAULTS (90 days+)
None

DELINQUENT (less than 90 days)
None

DEFERRED PAYMENTS
None

PAID IN FULL
None

LOANS APPROVED BUT NOT DISBURSED
Swift Machine and Fab- Loan commitment for the $200,000 loan will remain through June 2019 barring no significant changes to the original approval based on the necessary SBA review process taking place Spring 2019.

Appleton Power- The $40,000 loan is scheduled to close on November 1st. Working with the Swift County RDA to finalize inter-creditor agreement.

Headquarters Bar & Grill- The $90,000 Disaster RLF loan approved on September 25th has a loan closing date of October 26th.

NEW LOANS
After Five Supper Club- The $40,000 Original RLF loan closed on September 14th. First payment will be due November 1st.

Hilltop Bar & Grill- The $40,000 Original RLF loan closed on October 5th and the first payment will be due December 1st.
**OTHER**

**Lamecker’s General Store**—Scott Lamecker requested a restructure of his loan with his lead lender, Financial Security to pay off outside investors who were originally part of the finance structure that allowed him to open the Kerkhoven store in March of 2014. The restructure would not change any terms of the UMVRDC, SWIF, or Swift County RDA’s loans. The $25,000 Original RLF currently had a balance of $3,750.33 following the September payment.

**INFORMATIONAL ONLY- No Action requested**
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Melissa Streich, Kristi Fernholz
DATE: October 24, 2018
RE: NADO Photo Contest Winners

The Upper Minnesota Valley Regional Development Commission’s photo submission was one of five national photo winners in the National Association of Development Organization’s (NADO) annual photo contest. Our region’s successful image was of the "Rustican" a stained-glass tractor project in Montevideo, an award winning public art project by artist Karl Unnasch.

NADO wanted to visually capture what makes our regions great places to live, work, and play. Images were judged in four categories: “Strengthening the Built and Natural Environments,” “Building Vibrant Places,” “Investing in Our Communities,” and “Sustaining Our Communities. A “People’s Choice” winner was also chosen online by the public via our Facebook page. The UMVRDC “Rustican” photo won in the Building Vibrant Places category.

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: October 23, 2018
RE: LYFT

At the October Board meeting we will have a presentation about LYFT Career Pathways. Lyft is a collaborative project led by the SWWC Service Cooperative to engage high school students in career skills and experiences through classes in conjunction with a local business or industry.

I have been serving on the advisory committee for LYFT because developing future workforce is a major area identified in our Comprehensive Economic Development Strategy AND because it is tied to our Get Rural initiative through Prairie Waters.

Our office has organized a workshop prior to this month’s board meeting to encourage schools, business and industry representatives, and economic development staff to attend to make sure they know about this work. Only about half of the schools in our region are currently participating in a LYFT collaborative.

The goal of LYFT is for every secondary student in the region to gain marketable skills through meaningful career technical education (CTE) courses and opportunities which lead to further education and careers that match our region’s labor market needs. Grants of up to $50,000 each are available through LYFT to help education, business/industry, and other community partners collaborate around innovative CTE opportunities.

The region needs to expose our young people to future employment and valuable skill sets. At the workshop and during the board presentation we will hear about great examples of collaboration between education and industry in areas like healthcare, manufacturing, technology and agriculture.

If you are interested or know people who you think should come and learn about this program, please spread the word! As board members you will also have the opportunity to hear about this program during a presentation during our board meeting.

LYFT WORKSHOP
Tuesday, October 23, 2018
1:00 PM – 3:00 PM CDT
Appleton Civic Center

INFORMATIONAL ONLY- No Action requested
Launch Your Future Today (LYFT) is a rural career and technical education (CTE) pathway initiative with the purpose of rebuilding CTE in southwest and west central Minnesota. The goal of LYFT Career Pathways is for every secondary student in the region to gain marketable skills through meaningful CTE courses and opportunities, which lead to further education and careers that match our region’s labor market needs.

Service Area: 18 Counties of Southwest and West Central Minnesota (Regions 8, 6E and 6W). All members of the Southwest West Central Service Cooperative (SWWC), the Minnesota West Carl Perkins Consortium and the Mid-Minnesota Carl Perkins Consortium.

Funding: $3 million dollar grant from the 2017 Minnesota Legislative session that will run through June 30, 2022. Grants up to $50,000 are available to school, business, and college partners on a rolling application cycle.

Types of Projects: LYFT funds can be used to develop job shadowing programs, internships, apprenticeships, summer camps, weekend career experiences, industry tours, comprehensive career guidance programs, new CTE courses, or other innovative ideas that advance CTE.

Grant Criteria: All projects must include at least two high schools (one within the service area) and one business partner. They must help address local and regional labor market needs. Students must have hands-on learning opportunities and the project must be sustainable after the first year of LYFT Career Pathways funding.

Application Assistance: Technical assistance and grant review services are available from LYFT Career Pathways staff and from the three Regional Economic Development Commissions that serve the region.

Funded Project Examples: Pharmacy Technician, Aquaculture, Automotive Technology, Nursing Assistant, Engineering, Manufacturing, Information Technology, Culinary, Aviation, Medical Careers, Entrepreneurship, and more. Go to www.LYFTpathways.org

Partnership: The LYFT Career Pathways initiative is supported by a broad partnership of organizations, colleges, schools, and businesses: Central Minnesota Jobs and Training Services, DEED, Glacial Lakes Adult Basic Education, Mid-Minnesota Development Commission, Mid-Minnesota Carl Perkins Consortium, Minnesota Department of Education, Minnesota Legislature, Minnesota West Community and Technical College, Minnesota West Carl Perkins Consortium, Ridgewater College, Southwest Adult Basic Education, SW MN Private Industry Council, Southwest Initiative Foundation, Southwest Minnesota State University, Southwest Regional Development Commission, SWWC and its Member Schools, Upper Minnesota Valley Regional Development Commission, and Regional Businesses.

For more information: Tom Hoff at tom.hoff@swsc.org or 507-537-2271 or www.LYFTpathways.org
RDC BOARD MINUTES
Upper Minnesota Valley Regional Development Commission
Appleton Civic Center
September 25, 2018

Board Members Present: Rusty Dimberg, Gary Hendrickx, Jeff Olson, Warren Rau, Diane Kepner, Mark Bourne, Windy Block, Jim Dahlvang, Lucas Olson, Gene Stengel, Roy Marihart, Dawn Regnier, Carrie Bendix

Board Members Absent: Brent Olson, Bill McGeary, Debra Lee Fader, Jim Schmaedeka, Brett Buer, Gary Johnson, Gene Bies

Guests: Diana Anderson, Southwest Initiative Foundation

Staff Present: Dawn Hegland, Laura Ostlie, Kristi Fernholz, Jackie Sigdahl

Call to Order
The meeting was called to order at 6:30pm.
Pledge of Allegiance conducted.
Introductions made.

Approve Agenda/Additions
M/S/P – Jim Dahlvang, Windy Block made motion to approve the agenda with the following additions: 1c Lac qui Parle EDA RLF Contract Extension, 1d Dawson MNHS 19 Contract, 1e Dawson MNHS 19 Hedgehog Request, 1f Madison Public Art Contract Amendment.

Guest Speaker
Diana Anderson with the Southwest Initiative Foundation talked with us about the foundation’s “Grow Our Own” initiative a comprehensive approach to help all our kids reach their full potential from cradle to career. The Grow Our Own Summit is scheduled for Thursday, Nov 8th at SMSU in Marshall which will include a great lineup of speakers. The event will target the poverty in SW Minnesota as well as the opportunity for communities to get involved.

Round Robin Discussion:
- Gary Hendrickx, Swift County: Zero increase for health insurance. RDA looking at improving signage for parks, pools, etc in the county and communities.
- Brent, Big Stone County: absent.
- Gary Johnson, Yellow Medicine County: absent.
- Rusty, Big Stone County Townships: 50 people attended the annual township picnic.
- Brett, Dawson/Boyd Schools: absent.
- James, Chippewa County Townships: absent.
- Jim, Chippewa County: Prairie Waters annual gathering will be held at Wegdahl Park on the 26th from 5-7pm. 9% levy increase because of Primewest and the Veterans Home.
- Mark, LqP County Townships: The Dawson fire department approached the townships about the purchase of an aerial truck. A used truck ranges from $200,000-$250,000.
• **Jeff, LqP County Municipalities**: The city of Dawson was onboard with the defunding of the county EDA. A group of individuals is looking at a bike/walk path from the city to the county park. City looking at a 6% levy increase. The city decided against aiding in the purchase of the aerial truck for the fire department.

• **Warren, Swift County Townships**: Talked about his experience with the Q&A with gubernatorial candidates Tim Walz and Jeff Johnson.

• **Debra Lee, Chippewa County Municipalities**: absent.

• **Roy, LqP County**: Working on the budget. County joined Primewest. For several reasons, the county board made a decision to defund the county EDA for 2019.

• **Gene Stengel, Yellow Medicine County Townships**: passed.

• **Windy, City Administrator**: Working on budget – looking at a 5% levy increase. The new tennis courts are completed. The pool will be ready for next summer. The street & utility project is moving along.

• **Diane, Prairie Five CAC, Inc.**: passed.

• **Gene Bies, Yellow Medicine County Municipalities**: absent.

• **Bill McGeary, Benson Schools**: absent.

• **Lucas Olson, Swift County Municipalities**: passed.

• **Dawn R, MnWest Community & Technical College**: Independent Oil gas station is now open. Street infrastructure is underway on several streets in Canby. The Power of MN was well attended. The screening by Pioneer Public TV was powerful and impressive. The event was about “renewable energy”.

• **Carrie, Private Industry Council**: The MTI layoff is delayed until December. For the second time the SW MN PIC was awarded the #1 workforce council.

1. **Action Items**
   a. Loan Advisory Board Recommendations
      Three items were discussed at the last revolving loan fund meeting for action.

      **Hilltop Bar, Grill and Event Center**
      The borrowers are requesting a loan of $40,000 in the purchase of the Dawson VFW. The loan would assist in the purchase of equipment.

      **M/S/P** – Warren Rau, Gene Stengel made motion to approve the loan of $40,000 at 5.5% for 10 years from the original RLF fund.

      **Headquarters Bar & Grill**
      The borrower is looking at expanding his current business. The loan request of $90,000 would be used to purchase equipment, inventory and working capital.

      **M/S/P** – Lucas Olson, Roy Marihart made motion to approve the loan of $90,000 at 5.5% for 10 years from the disaster RLF fund.

      **Swift Machine and Fab**
      The loan commitment of $200,000 was initially made in September 2018. They are reapplying for their SBA financing and are asking for a one-year extension.

      **M/S/P** – Gary Hendrickx, Rusty Dimberg made motion to approve the recommendation of the extension on the loan commitment through June 2019.
b. Watson Hedgehog Request
The city of Watson is looking at a joint Small Cities Development Program (SCDP) grant application with the city of Milan.

M/S/P – Jim Dahlvang, Jeff Olson made motion to approve the $1,500 hedgehog request for grant writing for the SCDP grant application.

c. LqP EDA RLF Contract Extension
This amendment is to extend the contract with the LqP County EDA to provide administration of their revolving loan fund.

M/S/P – Windy Block, Rusty Dimberg made motion to authorize the executive director’s signature on the amendment to extend the contract until December 31, 2018.

d. Dawson Minnesota Historical Society Contract
The city of Dawson is requesting assistance to implement a MNHS Historical and Cultural grant for the Dawson Library Building for a conditions assessment.

M/S/P – Carrie Bendix, Gene Stengel made motion to approve the $5,000 contract with the city of Dawson to author a MNHS Historical and Cultural Grant. Abstaining was Jeff Olson.

e. Dawson Hedgehog Request
The city of Dawson is requesting assistance from the Hedgehog Fund for grant writing for the Dawson Library Building to conduct a conditions assessment.

M/S/P – Gary Hendrickx, Roy Marihart made motion to approve the $2150 Hedgehog Grant request from the city of Dawson. Abstaining was Jeff Olson.

f. Madison Public Art Contract
The city of Madison is requesting amending the original contract to add the implementation of a successful planning grant at a cost of $2500 for a total of $8000.

M/S/P – Jim Dahlvang, Warren Rau made motion to authorize the executive director to sign the amended contract with the city of Madison for the Public Art Technical Assistance.

2. 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.
   c. RLF Update - Loan Status Report on the activity/inactivity of loans as well as other relative information.

3. Discussion Items
   a. Annual Meeting Recap
      Feedback was made on the annual meeting and tour this year. Comments were: Very good day, impressed with Clarkfield’s daycare, surprised by the information provided by speaker; amazed at how little we know about other communities, always good and interesting, would rather not have a speaker at the end of the day.
4. **Consent Agenda Items**
   a. Minutes from UMVRDC August 2018 meeting
   b. August 2018 Treasurer’s Report and Board Payment Listings
   c. RLF Treasurer’s Report
   d. Prairie Waters Brochure Proposal Bids
   e. NADO Training Conference
   f. Out of State Travel
   g. Milan and Watson Small Cities Development Program Application Contract

**M/S/P** – Rusty Dimberg, Roy Marihart made motion to accept and approve the Consent Agenda Items in one motion as follows:

- Approval of the minutes from August 2018
- Approval of the August 2018 Treasurer’s Report and Board Payment Listings
- Approval of the RLF Treasurer’s Report
- Authorize contracting with Itineraries Midwest to conduct the 2019-2020 Prairie Waters Regional Relocation and Visitors guides
- Approve the executive director to attend the NADO annual training conference in Charlotte, NC in October
- Approve the out of state travel for a quarterly MADO meeting in Taylors Falls back in September 2018
- Approve and authorize the executive director’s signature on the contract for $14,000 with the cities of Milan and Watson to author a Small Cities Development Program grant.

**Adjournment**
A motion by Rusty Dimberg and Gene Stengel for adjournment was made at 7:45pm. Meeting ended.

**APPROVED BY:**

**PREPARED BY:**

__________________________________________  ________________________________
Board Representative  Jackie Sigdahl
Title  UMVRDC Administrative Assistant
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: October 23, 2018
RE: September 2018 Treasurer’s Reports
     September 2018 Board Payment Listing

Attached is the treasurer’s report for September 2018. On the bottom of the revenue report 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 as well. At the end of the disbursement report are the agency bank balances for all accounts.

Also enclosed is the board payment listing that includes all checks and ACH payments for the month of September 2018

ACTION REQUESTED:
For the Commission to approve the September 2018 Treasurer’s Report, and Board Payment Listing with all checks (check # 20282–20326) and all ACH transactions.

Encl.
<table>
<thead>
<tr>
<th>Agency Revenues</th>
<th>FY19 Budget</th>
<th>Current September</th>
<th>YR-To-DT</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest</td>
<td>3,500</td>
<td>791</td>
<td>2,072</td>
<td>59%</td>
</tr>
<tr>
<td>Levy</td>
<td>318,000</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Potential HH Grants $20,000 - will reduce levy as awarded</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Canby SCDP Grant App</td>
<td>(5,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Kerkhoven Comp plan</td>
<td>(5,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Match Fiscal Year 19 - will reduce as matched to contracts below</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Prairie Waters</td>
<td>(20,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transportation</td>
<td>(13,235)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>RLF</td>
<td>(10,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Potential grant match</td>
<td>(5,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>5,000</td>
<td>1,074</td>
<td>21%</td>
<td></td>
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<tr>
<td>Agency Equipment Designated funds</td>
<td>13,983</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Economic Development/EDA</td>
<td></td>
<td>-</td>
<td>-</td>
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<tr>
<td>EDA Planning Grant</td>
<td>70,000</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Revolving Loan Fund Admin (includes 10,000 match)</td>
<td>62,000</td>
<td>-</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>TA Contracts Needed</td>
<td>128,000</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Appleton RLF Admin</td>
<td>1,500</td>
<td>-</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Granite Falls Memorial Park FY19</td>
<td>4,400</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>HM Lqp/ Swift Includes (Includes $10,000 Prior Year HH)</td>
<td>11,160</td>
<td>-</td>
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<tr>
<td>Kerkhoven Comp Plan (Includes $5,000 FY19 HH)</td>
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<td>0%</td>
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<tr>
<td>LQP County Park</td>
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<td>LQP RLF Admin</td>
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<tr>
<td>Madison Public Arts</td>
<td>4,000</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Milian TA Contract ( $5,000 total FY18 HH)</td>
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<td>-</td>
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<td>Monte Public Arts CY 2018</td>
<td>4,896</td>
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<td>Yellow Medicine Housing - canby</td>
<td>1,625</td>
<td>-</td>
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<tr>
<td>Grant Writing</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Canby SCDP App ( Includes 5,000 FY19 HH)</td>
<td>10,000</td>
<td>-</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Dawson Library FY19 (Includes $2,000 Current Year HH)</td>
<td>500</td>
<td>-</td>
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<tr>
<td>Granit Falls Redevelopment Grant</td>
<td>2,500</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Grants Admin/Management</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Browns Valley Flood Recovery</td>
<td>6,500</td>
<td>-</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>SCDP Admin - Benson</td>
<td>14,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>SCDP Admin - CGB</td>
<td>13,784</td>
<td>-</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>SCDP Admin - Clarkfield</td>
<td>20,000</td>
<td>-</td>
<td>-</td>
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<tr>
<td>SCDP - Admin Granite Falls</td>
<td>14,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transportation/Byway/Tourism</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transportation Planning Grant 19 ( Includes 13,235 FY 19 Match)</td>
<td>88,235</td>
<td>37,500</td>
<td>43%</td>
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<tr>
<td>Prairie Waters/Get Rural ($20,000 FY19 Match)</td>
<td>161,200</td>
<td>300</td>
<td>4,008</td>
<td>2%</td>
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<tr>
<td>Art Crawl</td>
<td>36,500</td>
<td>350</td>
<td>1,550</td>
<td>4%</td>
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<tr>
<td>Total Revenue</td>
<td>959,498</td>
<td>1,441</td>
<td>46,204</td>
<td>5%</td>
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</table>

Pass-Thru Revenue (not included above) 158,291 257,328
<table>
<thead>
<tr>
<th>Expenses</th>
<th>FY19 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Fringe</td>
<td>709,748</td>
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<tr>
<td>Commissioner’s Expense</td>
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</tr>
<tr>
<td>Per Diem / FICA</td>
<td>10,765</td>
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<tr>
<td>Public Officials Ins.</td>
<td>4,500</td>
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<tr>
<td>Meeting Expense</td>
<td>1,500</td>
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<tr>
<td>Travel C&amp;C</td>
<td>6,500</td>
</tr>
<tr>
<td>Training</td>
<td>3,235</td>
</tr>
<tr>
<td>Audit</td>
<td>14,000</td>
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<tr>
<td>Contract for Services</td>
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<tr>
<td>UMM GIS - Hazard Mitigation</td>
<td>8,160</td>
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<tr>
<td>Eagle Eye Photography - Get Rural</td>
<td>2,500</td>
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<tr>
<td>Vidid Marketing - Get Rural</td>
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<tr>
<td>CST Students - Get Rural</td>
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<td>CST Students - General</td>
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<tr>
<td>Strategic Planning</td>
<td>15,000</td>
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<tr>
<td>Additional Contract work</td>
<td>3,000</td>
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<tr>
<td>Computer Technical Assistance</td>
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<tr>
<td>Virtual Server</td>
<td>13,983</td>
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<tr>
<td>Copy Charge/xerox lease</td>
<td>4,000</td>
</tr>
<tr>
<td>Depreciation</td>
<td>5,200</td>
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<tr>
<td>Dues</td>
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<tr>
<td>Insurance</td>
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<tr>
<td>Legal Fees</td>
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<td>Miscellaneous</td>
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<tr>
<td>Office Rent</td>
<td>12,210</td>
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<tr>
<td>Postage</td>
<td>3,500</td>
</tr>
<tr>
<td>Printing/Advertising</td>
<td>4,500</td>
</tr>
<tr>
<td>RDC Marketing Item</td>
<td>2,000</td>
</tr>
<tr>
<td>Registration/Conference</td>
<td>4,000</td>
</tr>
<tr>
<td>Repairs/Maintenance</td>
<td>1,000</td>
</tr>
<tr>
<td>Scholarship</td>
<td>5,000</td>
</tr>
<tr>
<td>Software GMS/GIS/General</td>
<td>7,000</td>
</tr>
<tr>
<td>Sub./Publications</td>
<td>2,000</td>
</tr>
<tr>
<td>Supplies</td>
<td>4,500</td>
</tr>
<tr>
<td>Telephone/Internet</td>
<td>8,000</td>
</tr>
<tr>
<td>Staff Expense</td>
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</tr>
<tr>
<td>Travel</td>
<td>30,000</td>
</tr>
<tr>
<td>Morale</td>
<td>2,000</td>
</tr>
<tr>
<td>Wellness</td>
<td>2,000</td>
</tr>
<tr>
<td>Web Hosting/Maintenance</td>
<td>3,500</td>
</tr>
<tr>
<td>Pass Thru Activity</td>
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<tr>
<td>Meander</td>
<td>23,000</td>
</tr>
<tr>
<td>Prairie Waters Ads</td>
<td>16,000</td>
</tr>
<tr>
<td>Total Expenses</td>
<td><strong>956,351</strong></td>
</tr>
<tr>
<td>EXCESS REV. OVER EXP.</td>
<td><strong>3,147</strong></td>
</tr>
</tbody>
</table>

| Financial Information             |             |
| General Checking                  | $121,594    |
| Money Market                      | $314,516    |
| Certificate of Deposit            | $350,674    |
| RLF Savings                       | $607,633    |
| Agency Auto                       | $56,776     |
| Equipment Fund                    | $31,297     |
# September 2018 Check/ACH Listing

<table>
<thead>
<tr>
<th>Check#</th>
<th>Check Date</th>
<th>Vendor Name</th>
<th>Check Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20282</td>
<td>09/13/2018</td>
<td>Bangsund Construction Inc.</td>
<td>7,038.00</td>
<td>324 5th st, clinton</td>
</tr>
<tr>
<td>20283</td>
<td>09/13/2018</td>
<td>Carie Driesen</td>
<td>10.90</td>
<td>rif mtg mileage</td>
</tr>
<tr>
<td>20284</td>
<td>09/13/2018</td>
<td>CITY OF APPLETON</td>
<td>1,016.67</td>
<td>sept rent</td>
</tr>
<tr>
<td>20285</td>
<td>09/13/2018</td>
<td>Clara City Herald</td>
<td>14.40</td>
<td>am notice</td>
</tr>
<tr>
<td>20286</td>
<td>09/13/2018</td>
<td>Craig Bakkelund</td>
<td>41.42</td>
<td>rif mtg mileage</td>
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<tr>
<td>20287</td>
<td>09/13/2018</td>
<td>CULLIGAN WATER CONDITIONING</td>
<td>61.00</td>
<td>cooler rental/water</td>
</tr>
<tr>
<td>20288</td>
<td>09/13/2018</td>
<td>DONS FOOD PRIDE</td>
<td>88.60</td>
<td>supplies/mtg exp's</td>
</tr>
<tr>
<td>20289</td>
<td>09/13/2018</td>
<td>James Aarestad</td>
<td>1,000.00</td>
<td>aerial photo footage</td>
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<tr>
<td>20290</td>
<td>09/13/2018</td>
<td>Federated Telephone, Inc</td>
<td>1,176.00</td>
<td>internet/IT</td>
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<tr>
<td>20291</td>
<td>09/13/2018</td>
<td>Gazette Publishing, Inc.</td>
<td>300.00</td>
<td>lgp fair ad</td>
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<tr>
<td>20292</td>
<td>09/13/2018</td>
<td>Glen Kack</td>
<td>47.96</td>
<td>rif mtg mileage</td>
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<tr>
<td>20293</td>
<td>09/13/2018</td>
<td>Grants Management Systems, Inc.</td>
<td>25.00</td>
<td>setup/training</td>
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<td>20294</td>
<td>09/13/2018</td>
<td>Grants Management Systems, Inc.</td>
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<td>rss maint/annual maint</td>
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<tr>
<td>20295</td>
<td>09/13/2018</td>
<td>Jay Backer</td>
<td>45.78</td>
<td>rif mtg mileage</td>
</tr>
<tr>
<td>20296</td>
<td>09/13/2018</td>
<td>Jeffrey Lopez</td>
<td>47.96</td>
<td>rif mtg mileage</td>
</tr>
<tr>
<td>20297</td>
<td>09/13/2018</td>
<td>Joe Fox</td>
<td>10.90</td>
<td>rif mtg mileage</td>
</tr>
<tr>
<td>20298</td>
<td>09/13/2018</td>
<td>Mitch McKay</td>
<td>27.25</td>
<td>rif mtg mileage</td>
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<tr>
<td>20299</td>
<td>09/13/2018</td>
<td>NCPERS Minnesota</td>
<td>16.00</td>
<td>addl life ins</td>
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<tr>
<td>20300</td>
<td>09/13/2018</td>
<td>New Ulm Chamber</td>
<td>248.52</td>
<td>byway guides</td>
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<td>20301</td>
<td>09/13/2018</td>
<td>Prairie Five CAC</td>
<td>304.00</td>
<td>admin</td>
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<tr>
<td>20302</td>
<td>09/13/2018</td>
<td>Regents of the University of MN</td>
<td>608.75</td>
<td>student intern</td>
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<td>09/13/2018</td>
<td>Ron Schade Construction</td>
<td>18,300.00</td>
<td>210 18th st n, benson</td>
</tr>
<tr>
<td>20304</td>
<td>09/13/2018</td>
<td>Ruth Keller</td>
<td>75.00</td>
<td>office cleaning</td>
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<tr>
<td>20305</td>
<td>09/13/2018</td>
<td>S &amp; L General Contracting</td>
<td>9,875.00</td>
<td>331 main st, clinton</td>
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<td>20306</td>
<td>09/13/2018</td>
<td>Scott Thaemlitz</td>
<td>18,050.00</td>
<td>222 2nd st, clinton</td>
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<tr>
<td>20307</td>
<td>09/13/2018</td>
<td>Terry Overlander</td>
<td>13,450.00</td>
<td>913 w 6th st, graceville</td>
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<td>20308</td>
<td>09/13/2018</td>
<td>The Window Place, LLC</td>
<td>5,948.00</td>
<td>609 e 3rd st, graceville</td>
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<td>20309</td>
<td>09/13/2018</td>
<td>Vivid Image, Inc.</td>
<td>480.00</td>
<td>website hosting/upgrade</td>
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<td>20310</td>
<td>09/13/2018</td>
<td>Xerox Corporation</td>
<td>315.28</td>
<td>base charge</td>
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<td>20311</td>
<td>09/24/2018</td>
<td>Ruth Keller</td>
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<td>20312</td>
<td>09/20/2018</td>
<td>Mark Bourne</td>
<td>77.23</td>
<td>Sept board meeting</td>
</tr>
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<td>20313</td>
<td>06/20/2018</td>
<td>Jim Dahlvang</td>
<td>77.78</td>
<td>Sept board meeting</td>
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<tr>
<td>20314</td>
<td>09/24/2018</td>
<td>Gary Johnson</td>
<td>256.24</td>
<td>Sept board meeting</td>
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<td>20315</td>
<td>09/27/2018</td>
<td>Ruth Keller</td>
<td>75.00</td>
<td>office cleaning</td>
</tr>
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<td>20316</td>
<td>09/27/2018</td>
<td>Bluestem Heritage Group</td>
<td>600.00</td>
<td>grant writing</td>
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<td>20317</td>
<td>09/27/2018</td>
<td>Chase Card Services</td>
<td>2,920.25</td>
<td>microsoft annual fee</td>
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<td>20318</td>
<td>09/27/2018</td>
<td>Chase Card Services</td>
<td>346.06</td>
<td>mm: postage, supplies, fees</td>
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<tr>
<td>20319</td>
<td>09/27/2018</td>
<td>Chase Card Services</td>
<td>246.99</td>
<td>lo: wellness item</td>
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<td>20320</td>
<td>09/27/2018</td>
<td>Chase Card Services</td>
<td>123.46</td>
<td>fuel</td>
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<td>09/27/2018</td>
<td>Chase Card Services</td>
<td>1,135.15</td>
<td>ads, training, conf</td>
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<tr>
<td>20322</td>
<td>09/27/2018</td>
<td>Chase Card Services</td>
<td>648.96</td>
<td>travel, meals, ads</td>
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<tr>
<td>20323</td>
<td>09/27/2018</td>
<td>Chase Card Services</td>
<td>34.21</td>
<td>MADO mtg expense</td>
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<tr>
<td>20324</td>
<td>09/27/2018</td>
<td>Greg Schmidt Construction</td>
<td>22,608.00</td>
<td>Don's Alleys</td>
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<td>20325</td>
<td>09/27/2018</td>
<td>Hawleys Inc.</td>
<td>8,828.00</td>
<td>301 18th st N</td>
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<tr>
<td>20326</td>
<td>09/27/2018</td>
<td>Pemberton, Sorlie, Rufer &amp; Kershner, PLLP</td>
<td>209.50</td>
<td>employment matters</td>
</tr>
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<td>20327</td>
<td>09/27/2018</td>
<td>Prairie Five CAC</td>
<td>209.00</td>
<td>June admin</td>
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<td>20328</td>
<td>09/27/2018</td>
<td>Prairie Five CAC</td>
<td>615.00</td>
<td>may admin</td>
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<td>Prairie Five CAC</td>
<td>667.00</td>
<td>April admin</td>
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<td>20330</td>
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<td>Description</td>
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$201,279.65 Total Checks/ACH payments

<table>
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<tr>
<th>UMVRDC Secretary/Treasurer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>UMVRDC Executive Director</th>
<th>Date</th>
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ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: October 23, 2018
RE: RLF Treasurer’s Report

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.

September 2018 Transaction Notes:

- Closed the $40,000 After Five Supper Club Original RLF

ACTION REQUESTED:
To approve the UMVRDC’s September 2018 RLF Treasurer’s Report with the following available for lending balances – meaning fund balances less the funds already committed to loans that have yet to close: $187,122.38 (Original RLF) and $50,510.37 (Disaster RLF).
<table>
<thead>
<tr>
<th>Borrower</th>
<th>Original RLF Loan Amount</th>
<th>Disaster RLF Loan Amount</th>
<th>Interest Rate</th>
<th>Term (years)</th>
<th>Notes</th>
<th>September Payments</th>
<th>Original RLF Balance at 9/30/2018</th>
<th>Disaster RLF Balance at 9/30/2018</th>
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<tr>
<td>After Five Supper Club</td>
<td>40,000</td>
<td></td>
<td>5.00%</td>
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<td>Closed 9/14/18</td>
<td>$</td>
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<td>KEC of Granite Falls DBA Picht’s</td>
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<td>4.00%</td>
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<td><strong>Total Original RLF Funds:</strong></td>
<td><strong>1,219,360.22</strong></td>
<td></td>
<td><strong>Total Disaster RLF Funds:</strong></td>
<td><strong>575,221.20</strong></td>
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</table>

**Balance of Bank Accounts**

| Previous month’s bank balance | 395,290.99 |
| Loan Repayment                | 14,551.50  |
| Loan Disbursement             | (40,000.00) |
| September '18 - Bank Interest | 116.81     |
| Admin Transfer -              | (2,876.92) |
| Total Original RLF Funds:     | 1,219,360.22|
| Total Disaster RLF Funds:     | 575,221.20 |
| Origination, ACH, or Loan Payoff Fees | - |
| Bank Account Balance at 9/30/2018 | 367,122.38 |
| Balance available for lending | 187,122.38 |
ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: October 23, 2018

RE: Milan Technical Assistance Contract Amendment

We have had a contract with the City of Milan for general Technical Assistance from UMVRDC staff to help with strategic planning and grant writing between May 1, 2018 and April 30, 2019. Through this process, the city has decided to pursue a Small Cities Development Program (SCDP) Grant. It has also decided to combine efforts with the city of Watson. Because of this, we decided to create one contract for both cities to complete the SCDP grant application.

The original technical assistance contract of $10,000 with the approved Hedgehog Grant of $5,000 has been amended to $3,000 with a $1,500 Hedgehog Grant. The remaining $7,000 with $3,500 Hedgehog Grant has been moved to a contract with the city of Watson to complete a SCDP application.

**ACTION REQUESTED:**
Authorization for the Executive Director to sign the Technical Assistance amendment with the city of Milan for Technical Assistance.
AMENDMENT 01

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF MILAN

FY18-17 City of Milan Technical Assistance

Changes bolded

AMEND SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to provide the following services:

1. To engage the City, and any other stakeholders identified by the City in a strategic planning process to identify and prioritize key projects and develop a work plan to accomplish the top issues. which may include the following items as time allows:

   a. Housing GIS mapping with windshield survey

   b. Complete a community wide housing survey and analysis to identify housing needs and interest;

   c. Coordinate, authorize and submit an SCDP application proposal to the Minnesota Department of Employment and Economic Development (DEED) by November 2018; COMPLETING IN SEPARATE CONTRACT.

      • Work with the city council to develop a survey to help establish an interest in the program;

      • Work with the city clerk and Prairie Five CAC to establish an interest list of homes and rental properties; and

      • Work with the city clerk to develop an interest list of commercial businesses; and

      • Prepare and submit a full application to DEED by February 2019; and

      • If awarded SCDP funds, the UMVRDC will provide grants administration services under a separate contract with the City.

   d. Provide grant writing services for an Otto Bremer Grant due June 2018.

2. Provide other services as mutually agreed upon in writing by both parties as time allows including, but not limited to:
i. grant and loan research, writing and administration;
ii. revolving loan fund assistance;
iii. business retention and expansion efforts;
iv. meeting facilitation;
v. community and comprehensive planning;
vi. community survey development and analysis,
vii. community profile development;
viii. GIS mapping;
ix. capital investment planning;
x. marketing material development;
xi. web site updating;
xii. and parks and recreation grant assistance.

3. Provide written monthly council updates on projects and time spent.

4. Attend council meetings or other city meetings as requested.

**AMEND SECTION IV. COMPENSATION FOR SERVICES**

A. The CITY agrees to pay the UMVRDC $75.00 per hour for services provided in Section I of this Contract plus direct expenses with a total amount not to exceed $3,000 $10,000. The “not to exceed amount” may be increased as mutually agreed upon in writing by both the UMVRDC and CITY. Printing, postage, and supplies will be billed at actual cost. Mileage will be billed at federal reimbursement rate;

B. The CITY is eligible to apply for a UMVRDC Hedgehog Grant of up to $1,500 $5,000 (which shall not exceed 50% of the total cost of this contract) to offset the total cost of this contract;

C. The original contract of $10,000 with the approved Hedgehog Grant of $5,000 has been amended to $3,000 with a $1,500 Hedgehog Grant. The remaining $7,000 with $3,500 Hedgehog Grant has been moved to a contract with the city of Watson to complete a SCDP application.

D. The UMVRDC will provide the CITY with monthly invoices indicating services provided and the total amount due.

___________________   _______________________
Executive Director          Authorized Representative
Upper Minnesota Valley     ________________
Regional Development Commission

Authorized Representative’s Title

DATE: ___________________________    DATE: ___________________________
ACTIONS MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: October 23, 2018

RE: MACCRAY Safe Routes to School Grant Writing

The UMVRDC has been working with MACCRAY to complete a Safe Routes to School Plan. The school district has asked us to write a grant to MNDOT to fund the planning process. The grant writing services are $1,500. The school district has requested a $750 Hedgehog grant. That request is included in this packet.

ACTION REQUESTED:
Authorization for the Executive Director to sign the Technical Assistance agreement with the MACCRAY school district.
CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
MACCRAY SCHOOL DISTRICT
FY19-08

WHEREAS, this Contract for Services is by and between MACCRAY SCHOOL DISTRICT, MINNESOTA, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMVRDC; and

WHEREAS, the purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to MACCRAY SCHOOL DISTRICT by the UMVRDC; and

WHEREAS, the nature of the said Contract is to provide MACCRAY SCHOOL DISTRICT with grant writing and technical assistance services; and

WHEREAS, the UMVRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning October 15, 2018; and

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

SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to provide the following services:

1. Research, Analysis, and Coordination
   a. Research grant application guidelines, requirements, and data needed.
   b. Coordinate with schools, school district, and local government to collect data for Minnesota Safe Routes to School 2019 Planning Assistance Grant Application question requirements.
c. Analyze data to provide responses to grant questions that require a narrative response.

2. Grant Writing
   a. Provide narrative to respond to grant questions that require a written response.

3. The UMVRDC shall be responsible for supplying the MACCRAY School District with a completed Minnesota Safe Routes to School 2019 Planning Assistance Grant Application.

SECTION II. DESCRIPTION OF MACCRAY SCHOOL DISTRICT’S RESPONSIBILITIES

MACCRAY SCHOOL DISTRICT agrees to:

1. For each school, MACCRAY must provide:
   a. School Population
   b. Grades at School
   c. % students eligible for free and reduced cost meals
   d. % students currently walking (estimate)
   e. % students currently biking (estimate)
   f. % students living within 2 miles of school
   g. Distance eligibility for busing
   h. % students in hazard bus areas
   i. % students not eligible for busing

2. Name and title of SRTS team leader.

3. Names, titles, and contact information of team members (These could include but are not limited to principals, transportation staff, county engineer, public works, law enforcement, city staff, SHIP staff, school district representatives, parents, and community members.)

4. How would SRTS planning fit into MACCRAY’s larger school and community goals?

5. Current SRTS activities (i.e. safety patrol, walking events, bike rodeos, infrastructure improvements, etc.)

6. Local policies that support SRTS.

7. Local policies that could negatively impact SRTS programs.

8. Which partners will be responsible for the implementation of this plan?

9. Are there any upcoming infrastructure projects that could benefit from SRTS planning?

10. Compensate the UMVRDC in accordance with Section IV of this Contract.
SECTION III. CONTRACT PERIOD

Services provided under the terms of this Contract will be performed from January 1, 2019 – April 15, 2019.

The time period for this Contract may be amended as mutually agreed upon in writing by both the UMVRDC and MACCRAY SCHOOL DISTRICT.

SECTION IV. COMPENSATION FOR SERVICES

A. MACCRAY SCHOOL DISTRICT agrees to pay the UMVRDC $1,500.00 for services provided in Section I of this Contract.

B. The CITY is eligible to apply for a UMVRDC Hedgehog Grant of up to $750 (shall not exceed 50%) to offset the grant writing cost of this contract;

C. The UMVRDC will provide MACCRAY SCHOOL DISTRICT with a final invoice indicating services provided and the total amount due upon completion.

SECTION V. GENERAL PROVISIONS

A. Changes in UMVRDC Services
   As mutually agreed upon by both the UMVRDC and MACCRAY SCHOOL DISTRICT, this Contract may be amended or a new contract shall be created to reflect additional services and/or a change in services provided.

B. Liability
   MACCRAY SCHOOL DISTRICT agrees to waive the UMVRDC and the UMVRDC’s commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.

C. Termination
   This agreement may be terminated with or without cause by either the UMVRDC or MACCRAY SCHOOL DISTRICT upon fourteen (14) days prior written notice.

   In the event of termination, MACCRAY SCHOOL DISTRICT shall be obligated to the UMVRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.
D. Severability
Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMVRDC and MACCRAY SCHOOL DISTRICT, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

The UMVRDC and MACCRAY SCHOOL DISTRICT hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

_________________________________________  ________________________________
Executive Director                                      Administrator – MACCRAY SCHOOL
                                                     DISTRICT

Upper Minnesota Valley
Regional Development Commission

Date: __________________________  Date: __________________________
ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kirk Bustrom, Senior Planner

DATE: October 23, 2018

RE: FEMA Assistance to Firefighters Grant

After discussing the possibility of a regional application with Wood Lake Fire Department, RDC staff reached out to the regional coordinator for the grant program who confirmed that a regional application would have an increased likelihood of being funded. RDC staff reached out to all regional fire departments. The fire departments of Big Stone County – Beardsley and Clinton; Lac qui Parle County – Dawson and Madison; Chippewa County – Milan; and Yellow Medicine County – Canby, Clarkfield/Hazel Run, Hanley Falls, Porter, St. Leo, Echo and Wood Lake have confirmed participation in a regional application in the FY19 grant cycle for procurement of turnout gear, SCBA’s and other miscellaneous equipment. Contract for services is $1,500 per participating applicant with Canby as the host applicant and all other’s co-applicants, for grant coordination, authoring and submittal.

ACTION REQUESTED:
Authorization for the Executive Director to sign the Contract for Professional Services with Canby as host applicant and all other regional participating fire departments as co-applicants.
CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION,
THE CITY OF CANBY
and Selected Regional Fire Department Partners
#FY19-09

WHEREAS, this Contract for Services is by and between the CITY OF CANBY,
MINNESOTA, hereinafter referred to as the HOST and the UPPER MINNESOTA
VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the
UMVRDC; and

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

WHEREAS, the nature of the said Contract is to provide the HOST and selected
regional fire departments, hereinafter referred to as CO-APPLICANT, with economic
and community development consulting and technical assistance related to grant
writing, grant exploration and technical assistance; and

WHEREAS, the UMVRDC agrees to provide professional services as required in this
Contract and shall begin to provide said services beginning October 2018; and

WHEREAS, in order to facilitate submission of a regional grant application, these
entities have determined that a single host applicant for the grant submission will best
serve the effort.

We, the undersigned, hereby agree that the City of Canby shall serve as host applicant
for purposes of authoring and submitting an Assistance to Firefighters (AFG) regional
grant application to the U.S. Department of Homeland Security Federal Emergency
Management Agency (FEMA). By execution of this document we further agree:
SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to provide the following services:

A. Coordinate, author and submit an Assistance to Firefighters (AFG) regional grant application to the U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA) by October 26, 2018; Participating regional fire departments include:
   a. Beardsley
   b. Clinton
   c. Dawson
   d. Madison
   e. Milan
   f. Clarkfield/Hazel Run
   g. Echo
   h. Hanley Falls
   i. Porter
   j. St. Leo
   k. Wood Lake

B. Coordinate and convene with participating regional fire departments for aggregation and assembly of applicable data and information required for application of FEMA regional AFG grant funding;

C. Invoice HOST and CO-APPLICANT’s equally for services associated with grant coordination, authoring and submittal.
SECTION II. DESCRIPTION OF HOST AND CO-APPLICANT RESPONSIBILITIES

The HOST and CO-APPLICANT’s agree to:

A. Appoint a primary contact for this project;
   Name/Title: ______________________
   Address: ______________________
   Email: ______________________
   Phone: ______________________

B. Show evidence of, and enter into, an MOU agreement in accordance with the FY2018 FEMA FUNDING OPPORTUNITY ANNOUNCEMENT (FOA).

C. Assist the UMVRDC in developing the required documents for the grant application;

D. Contact HOST and CO-APPLICANT consultants (attorney/accountant/bond counsel) when appropriate to review, evaluate and provide feedback on proposed projects and financial investments for consistency with federal, state and local laws;

E. Pay for all direct costs associated with the work of this contract including (if applicable) but not limited to: surveys, pledge cards, printing, postage, supplies, mileage and travel;

F. Provide the UMVRDC with specific information, plans and documents as needed to complete the UMVRDC’s services;

G. Compensate the UMVRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

Services provided under the terms of this Contract will be performed from October 1st, 2018 – December 31, 2018.

The time period for this Contract may be amended as mutually agreed upon in writing by both the UMVRDC and HOST.
SECTION IV. COMPENSATION FOR SERVICES

A. The UMVRDC shall be compensated for services provided in Section I of this Contract.

B. The HOST and CO-APPLICANT’s each agree to pay a total of $1,500 for the UMVRDC to complete the activities outlined in Section I.
   
a. CO-APPLICANT’s eligible in accordance with UMVRDC Hedgehog Grant policies may apply for grant proceeds (which shall not in aggregate exceed 50% of the total cost of this contract) to offset CO-APPLICANT cost of this contract.

C. The UMVRDC will provide HOST and CO-APPLICANT’s with invoices indicating services provided and the total amount due.

D. Our fees for these services are generally based on time expended and out-of-pocket expenses, such as report production, postage, travel, fax, etc. However, they might also include other factors deemed relevant, including the difficulty of the questions and the skill required to perform the services properly; time limitations imposed by either you or the circumstances; the nature and length of the professional relationship between us; and the experiences, reputation and ability of the UMVRDC staff assigned to the engagement.

E. The contract fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the contract. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.
SECTION V. GENERAL PROVISIONS

A. Changes in UMVRDC Services
   As mutually agreed upon by both the UMVRDC and HOST, this Contract may be amended or a new contract shall be created to reflect additional services and/or a change in services provided.

B. Liability
   HOST and CO-APPLICANT’s agree to waive the UMVRDC and the UMVRDC’s commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.

C. Termination
   This agreement may be terminated with or without cause by either the UMVRDC or HOST upon fourteen (14) days prior written notice.

   In the event of termination, the HOST and CO-APPLICANT’s shall be obligated to the UMVRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

D. Severability
   Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMVRDC and HOST, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

_______________________________
Executive Director
Upper Minnesota Valley
Regional Development Commission

_______________________________
Authorize Executive
City of Canby

Date: __________________________

Date: __________________________

ATTEST:

_______________________________
Authorize Representative
City of Canby

Date: __________________________
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

________________________________________
Executive Director
Upper Minnesota Valley
Regional Development Commission

________________________________________
Authorize Executive
City of Beardsley

Date: ____________________________

________________________________________
Authorize Representative
City of Beardsley

Date: ____________________________

Primary contact for this project;

Name/Title: ____________________________
Address: ____________________________
Email: ____________________________
Phone: ____________________________
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

__________________________________________  ____________________________________________
Executive Director  Authorize Executive
Upper Minnesota Valley  City of Clinton
Regional Development Commission

Date: ____________________________  Date: ____________________________

ATTEST:

__________________________________
Authorize Representative
City of Clinton

Date: ____________________________

Primary contact for this project:

Name/Title: _______________________
Address: _________________________
Email: ___________________________
Phone: ___________________________
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

_______________________________  __________________________________________
Executive Director                                          Authorize Executive
Upper Minnesota Valley                                          City of Dawson
Regional Development Commission

Date: ________________________  Date: ________________________

ATTEST:

______________________________
Authorize Representative
City of Dawson

Date: ________________________

Primary contact for this project;

Name/Title: __________________________
Address: ____________________________
Email: _____________________________
Phone: ____________________________
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

_______________________________  _______________________________________
Executive Director                        Authorize Executive
Upper Minnesota Valley                           City of Madison
Regional Development Commission

Date: ___________________________  Date: ___________________________

ATTEST:

_______________________________
Authorize Representative
City of Madison

Date: ___________________________

Primary contact for this project;

Name/Title: ______________________
Address: _________________________
Email: __________________________
Phone: _________________________
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

_______________________________  ____________________________________________
Executive Director                  Authorize Executive
Upper Minnesota Valley              City of Milan
Regional Development Commission

Date: ___________________________  Date: ___________________________

ATTEST:

_______________________________
Authorize Representative
City of Milan

Date: ___________________________

Primary contact for this project;
Name/Title: ______________________
Address: _________________________
Email: __________________________
Phone: _________________________
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

_______________________________  ________________________________
Executive Director                                     Authorize Executive
Upper Minnesota Valley                                    City of Clarkfield/Hazel Run
Regional Development Commission                          

Date: __________________________  Date: __________________________

ATTEST:

Authorize Representative
City of Clarkfield/Hazel Run

Date: __________________________

Primary contact for this project;

Name/Title: ______________________
Address: ________________________
Email: _________________________
Phone: _________________________
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

___________________________________________  ___________________________________________
Executive Director                          Authorize Executive
Upper Minnesota Valley                      City of Echo
Regional Development Commission

Date: ___________________________          Date: ___________________________

ATTEST:

___________________________________________
Authorize Representative
City of Echo

Date: ___________________________

Primary contact for this project;

Name/Title: _____________________________
Address: ______________________________
Email: ________________________________
Phone: ________________________________
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

__________________________________________
Executive Director
Upper Minnesota Valley
Regional Development Commission

_______________________________
Date: __________________________

__________________________________________
Authorize Executive
City of Hanley Falls

ATTEST:

__________________________________________
Authorize Representative
City of Hanley Falls

Date: __________________________

Primary contact for this project;

Name/Title: ________________________
Address: _________________________
Email: ___________________________
Phone: ___________________________
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

_______________________________  ___________________________________________
Executive Director  Authorize Executive
Upper Minnesota Valley  City of Porter
Regional Development Commission

Date: __________________________  Date: __________________________

ATTEST:

_______________________________
Authorize Representative
City of Porter

Date: __________________________

Primary contact for this project;

Name/Title: ______________________
Address: _________________________
Email: ___________________________
Phone: __________________________
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

_________________________________________  ______________________________________
Executive Director                               Authorize Executive
Upper Minnesota Valley                           City of St. Leo
Regional Development Commission

Date: ________________________  Date: ________________________

ATTEST:

_________________________________________
Authorize Representative
City of St. Leo

Date: ________________________

Primary contact for this project;

Name/Title: ______________________
Address: ______________________
Email: ______________________
Phone: ______________________
SECTION VI. ACCEPTANCE

The UMVRDC, HOST and CO-APPLICANT’s hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

_________________________________________________________
Executive Director
Upper Minnesota Valley
Regional Development Commission

_________________________________________________________
Authorize Executive
City of Wood Lake

Date: __________________________

Date: __________________________

ATTEST:

_________________________________________________________
Authorize Representative
City of Wood Lake

Date: __________________________

Primary contact for this project;

Name/Title: __________________________
Address: __________________________
Email: __________________________
Phone: __________________________