Pledge of Allegiance

Introductions: New board member Michele Backer

Approve Agenda/Additions

Round Robin: Share recent actions, discussions or issues from your city, county, council or board

1. **Action Items**
   a. City of Appleton Hedgehog Application

2. **Information Items**
   a. Planner Update
   b. Executive Director Update
   c. RLF Update
   d. MADO All Staff Retreat
   e. LQP Tax Levy

3. **Discussion Items**
   a. NONE

4. **Consent Agenda Items**
   a. Minutes from September 2019
   b. September 2019 Treasurer’s Report and Board Payment Listings
   c. RLF Treasurer’s Report
   d. City of Canby SCDP Administration Contract
   e. City of Appleton SCDP Application
   f. Prairie Five RTCC Contract for Services

**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:** November 26th

**UMVRDC Mission Statement**

“Enable the region to thrive through assisting local governments.”
ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: October 22, 2019

RE: Appleton Hedgehog Request

The City of Appleton has requested assistance with a Small Cities Development Program (SCDP) grant application. The cost of the application is $10,000. Applications are due to DEED in November 2019.

Appleton has submitted a Hedgehog Grant application for less than 50% of the total contract cost, in the amount of $5,000.

In FY 2020 we have expended the following in Hedgehog Grants.
  • $5,000 Clara City SCDP Grant Writing

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 $5,000 from the City of Appleton 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>
<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>
</tr>
<tr>
<td>In progress</td>
<td>UMVRDC proposal accepted and action to be taken at upcoming council meeting</td>
</tr>
<tr>
<td>Comprehensive Planning</td>
<td>Eligible project area:</td>
</tr>
<tr>
<td>Strategic Planning</td>
<td></td>
</tr>
<tr>
<td><strong>Grant Writing</strong></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>Year of last contract with RDC: Appleton RLF contract</td>
</tr>
<tr>
<td>Yes</td>
<td>Potential for follow up work: Potential grant administration if application is funded</td>
</tr>
<tr>
<td>$10,000</td>
<td>Total contract amount</td>
</tr>
<tr>
<td>Yes/No</td>
<td>RDC Recommended for funding DATE:__________</td>
</tr>
</tbody>
</table>
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Melissa Streich, Kirk Bustrom, Laura Ostlie, Chad Kingstrom, Matt Moe, Jordan Hulscher
DATE: October 22, 2019
RE: Planner Update

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

CONTRACTS:

Benson Technical Assistance - Melissa, Kirk, and Laura
RDC staff have been working with the city addressing flood mitigation potentially eligible for disaster assistance, specifically EDA funding opportunities. Staff accompanied the mayor and the council during the fall project bus tour. Revolving loan fund file maintenance has been ongoing, specifically around upcoming balloon payments. Registration and organization around the upcoming 2020 International Biomass Convention that takes place February 3-5th in Nashville, TN.

Dawson MNHS project – Kristi
Kristi worked with the city of Dawson to finalize a grant to fix the high priority items in the recently completed Conditions Assessment. This large grant to the Minnesota Historical Society included a roof replacement, repair to the site grade, and mold abatement. The full application was submitted in Sept. The city should be notified of the grant in December.

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 three planned task force meetings for Lac qui Parle and Swift counties have been completed and will reconvene in upcoming months upon FEMA review for final jurisdictional adoption. The UMD Geospatial Analysis Center completed subcontracted work on related GIS mapping and Level 2 HAZUS Flood Analysis. RDC staff completed all related GIS mapping requirements. Final plan update edits, including relevant updates relating to recent spring flooding, are complete. The HSEM/FEMA review and approval process has been initiated. Review and acceptance will take place upon direction of County EM’s before final county approval.

Memorial Park – Kristi
Work continues with the City of Granite Falls and Memorial Park and their work with the Greater MN Regional Parks and Trails Commission (GMRPTC). We submitted a phase 4 funding request to complete work on the north side of 67: Kayak launch, upgrade to entrance pillars, and improvements to the picnic area and event lawn.
Clara City SCDP Application – Laura and Kirk
The city of Clara City is currently surveying the community to determine interest in their upcoming SCDP preapplication which is due November 15th. RDC staff are authoring their upcoming application that may have up to four separate activities, owner-occupied, single family rental, multi-family rental, and commercial rehabilitation components. Preliminary GIS maps for delineating target areas, housing survey info and intent-to-participates have been set up.

Appleton SCDP Application – Kristi and Laura
The city of Appleton is exploring a SCDP application. We are currently surveying the community to determine the interest.

Milan/Watson SCDP – Kristi and Laura
The Milan/Watson SCDP project has just requested for it’s release of funding from DEED. The goal is for 14 owner-occupied, 16 units for multi-family and 4 commercial units to be rehabbed by September 2022. The 2019 annual report was submitted to DEED.

Canby SCDP – Laura
City of Canby just received clearance for its recent environmental review. Next steps will be preparing the policies along with organizing community meetings. The city’s goal to rehab 17 owner occupied homes and 12 commercial properties will have until September 2022 within their SCDP grant. RDC staff supplied DEED with Canby’s 2019 annual report.

Benson SCDP – Laura
Heading into winter 2019, the Benson SCDP project has all 20 owner occupied projects solidified. The remaining commercial projects have been identified and are on goal to also finish prior to the September 2020 deadline. The 2019 SCDP Annual Report was submitted to DEED prior to the October 15th deadline.

Granite Falls SCDP Admin – Laura
The owner-occupied activity has had one over income application, fact sheets sent out to multiple owners, two applications in the review process, while five homes are in the inspection phase. Two single family rental properties are also in the inspection process. A total of ten commercial properties have been in contact with Prairie Five staff, four of which are in the application stage, four are out for bids, while one is under inspection. The 2019 annual report has been submitted to DEED.

Clarkfield SCDP Admin – Laura
A public infrastructure bids are on target to go out and construction is planned to start spring 2020. Fourteen owner occupied applications have been taken, while four properties are being inspected, one is out for bids, and two have contractors proceeding with work. One commercial inspection has taken place and another has bids already out. Staff submitted the 2019 annual report to DEED prior to the October 15th deadline.

Clinton, Graceville and Beardsley SDCP – Laura
The CGB final report was submitted to DEED and recognized the $1,131,889 in rehab work at that had taken place in the three communities. The completion of 25 owner occupied and six commercial projects started during the summer of 2016.

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. We will be asking for an extension this month.
Madison Arts Council – Kristi
The Madison Arts Council met in early October to start the implementation of the art grant the UMVRDC procured from the Southwest MN Arts Council (SMAC). Kristi worked with the artist to finalize the artist contract with the city. The sculpture “Biome” will be completed over the winter and installed in the spring.

Maynard Museum - Kristi
Engan Associates met with Kristi, Richard (mayor) and Gwen for an initial walk through of the bank building to start the process of the Conditions Assessment. This work is being paid for by a Minnesota Historical Society Grant that the UMVRDC assisted with.

Lac qui Parle County Park - Kristi
We submitted a funding request to the Greater MN Regional Parks and Trails Commission (GMRPTC) in July. This funding request is for roads, a pedestrian bridge, and trails on the west side of the park.

Kristi coordinated a visit from the Minnesota Historical Society to tour the park and the cemetery to get an idea of what might be possible through MNHS grant funds. Kristi also met with interested residents to discuss future plans of the cemetery, and a possible grant request.

Kerkhoven Comprehensive Plan – Kristi & Kirk & Chad
The Kerkhoven steering committee met in Sept to review the transportation, public infrastructure and parks and recreation sections of the comprehensive plan. RDC staff completed preliminary GIS mapping including future land use updates per the planning process.

Dawson EDA RLF Plan - Kirk
The UMVRDC has been asked to consult with the Dawson EDA on development and preparation of a framework, timeline and budgeted funding structure for a Revolving Loan Fund Plan and presentation to the Dawson City Council. Upon approval of the Council, UMVRDC would then coordinate, author and submit a Rural Business Development Grant (RBDG) application proposal to the USDA in the next funding cycle. Staff are now working with the Dawson EDA to determine specific RLF plan elements and funding structure. Further working session(s) of the EDA are being postponed until after final determination of financial responsibility for Dawson Library renovation has been fully determined.

Granite Falls Marr Project Opportunity Fund Plan / OZ Challenge - Kirk
The UMVRDC has been asked to author an Opportunity Zone Project Plan for redevelopment of the former Marr Building in Granite Falls and submit the plan on behalf of the Granite Falls EDA to the Community Exchange 2019 Minnesota Opportunity Zone Challenge. The Challenge is intended to foster community engagement, identification and prioritization of the most actionable and impactful projects in Minnesota communities with certified Opportunity Zones and result in actual projects that can utilize MNvest for funding. A project plan portfolio was completed and submitted for the OZ Challenge June 30th. Project representatives made a formal presentation for funding at an event in Minneapolis on September 18th which was followed by a site visit in October. The project presentation won a Challenge prize of $5,000 to assist in further funding its planning efforts on the project.

MACCRAY Safe Routes to School – Chad & Kristi
The first steps of the planning process have begun. RDC staff have met with the SRTS Team Leader, Superintendent Broderius, about the process and have done initial site visits to each campus. Parent surveys have been completed at the high school and have gone home with students at the elementary school. A press release was printed in the Clara City Herald
regarding the start of the planning process. The upcoming referendum has altered the timing of project elements, but we are moving forward with what can be done in the interim.

PROGRAM UPDATES:

Federal EDA Planning Grant – Kirk
RDC staff completed a draft update in conjunction with other statewide RDC’s of the DevelopMN greater MN CEDS document for review by the RDC Executive Directors to be finalized in the coming months. RDC staff have also been coordinating an inventory of potential disaster related projects throughout the region potentially eligible for Federal EDA funding assistance associated with recent Federal disaster declarations. Required project progress reports are due in October.

Opportunity Zones – Kirk
RDC staff are working with local ED staff on identifying and coordinating relevant development opportunities within the four (4) designated Opportunity Zones located in Big Stone County (Ortonville), Chippewa County (Montevideo), Yellow Medicine County (Granite Falls), and two (2) in Swift County (Appleton and Holloway).

Meander – Kristi
Meander was a success! We are entering the results and will have a summary at the November meeting.

MN River Valley National Scenic Byway - Kristi
The byway is working on membership and some marketing to MPR utilizing Explore MN Tourism funds. The byway received a grant from MNHS to work on a tear map for a section of the byway.

Prairie Waters Regional Marketing – Melissa & Kirk
The ideal weather made for a wonderful evening for the 2019 Prairie Waters Annual Gathering at Stone Hill Regional Park on Del Clark Lake. Over 200 guests came out to enjoy the free food, fun activities, camaraderie, fishing, beach volleyball, pontoon rides, door prizes and the beautiful weather. Moberg’s Meat Center provided a delicious pulled pork meat meal, All About Fun’s inflatable slide was a hit, Canby Classic Cinema offered a free movie viewing of Angry Birds 2, and one lucky winner received a lifetime youth fishing license from the Canby Sportsmen’s Club. Thanks to all who contributed to make this event successful and thanks to all who came out to enjoy the evening—it was a great night! Next year will be held at Lac qui Parle County.

U of M SWRSDP Developable Properties Inventory – Kirk & Melissa
UMVRDC was awarded funding through the U of M Extension Sustainable Regional Development Partnership, with matching funding awarded via the Southwest Initiative Foundation (SWIF), to develop, coordinate and aggregate a developable properties inventory for the region as part of our Get Rural project plan. Funds will cover the cost of student assistance through the Center for Small Towns and the U of M to assist with the project. Student interns have been recruited and placed and began project work in late September. The anticipated timeline for the project is Phase 1 project work through the Fall semester ending in December. Phase 2 project work is scheduled from December through May.

Transportation – Chad
October is traditionally the month of focus on the Transportation Alternatives Program (TAP) grant. Outreach began for the solicitation in August and continued to the official solicitation release on October 1st, resulting in significant interest in the grant. Chad is actively involved in assisting KMS Schools in completing a TAP Letter of Interest for Safe Routes to School
infrastructure improvements within the communities of Murdock and Kerkhoven. The Mayor of Granite Falls has expressed interest in applying for TAP funds and Chad has a meeting scheduled with their city administrator regarding this grant. The MnDOT District 8 ATP met in Granite Falls where we learned about the nature of the Highway 67 road failure and visited the site.

**CONTRACT DEVELOPMENT:**

<table>
<thead>
<tr>
<th>Active contracts</th>
<th>Anticipated Completion</th>
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<tr>
<td>Benson SCDP</td>
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<td>Granite Falls SCDP</td>
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<td>Milan/Watson SCDP</td>
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<td>Madison Art Project</td>
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<td>Maynard Museum</td>
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<tr>
<td>Granite Falls Memorial Park TA</td>
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<tr>
<td>MACCRAY Safer Routes to School</td>
<td>June 2020</td>
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<td>LQP County Hazard Mitigation</td>
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<td>Swift County Hazard Mitigation</td>
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<td>Appleton RLF Administration</td>
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<td>Dawson EDA RLF Plan</td>
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<tr>
<td>Benson Technical Assistance</td>
<td>December 2019</td>
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**INFORMATIONAL ONLY- No Action requested**
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: October 22, 2019

RE: Executive Director Update

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

- Met with SWIF president Diana Anderson, Donn Winkler, Jay Trusty for our quarterly SW MN check in.
- Met with one of our strategic planning consultants to discuss our current progress and plan for a staff wrap up meeting later in November. I continue to spend time reviewing and researching and planning for the implementation of our strategic plan. Kirk, Kristi and I have been meeting weekly to develop processes. We also met with Melissa to talk about the Outreach strategic direction. I continue to work on the Operations strategic direction implementation plan.
- Researching RDC salary comparisons as part of the operational plan recommendations.
- Final planning work and conference calls as the co-chair of our Oct 2019 MADO all staff retreat that RDC staff will be attending on Oct 24-25.
- Worked with Matt on the end of FY 2019 budget, FY20 budget and time allocation worksheets, policies and a number of potential ideas for staff project’s budget management.
- Continue to meet and mentor Chad in transportation related areas including community trails, safe Routes to School, Transportation Alternative funding and process.
- Attended a LYFT advisory committee meeting to hear about the existing and new career technical education projects throughout SW MN. I also serve as a grant reviewer for LYFT. [https://www.lyftpathways.org/domain/41](https://www.lyftpathways.org/domain/41)

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: October 22, 2019
RE: RLF Update

LOAN STATUS REPORT

DEFAULTS (90days+)
None

DELINQUENT (less than 90 days)
None

DEFERRED PAYMENTS
None

PAID IN FULL
Brink’s Bar & Grill-Borrower paid the loan off in full on 9/26/19

LOANS APPROVED BUT NOT DISBURSED
Devo’s Paint and Body- The $47,960 Original RLF approved loan does not have a scheduled closing date yet.

NEW LOANS
Carl’s Bakery-The 50,000 Disaster RLF loan closed on August 30th. First payment was made October 15th.

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: October 22, 2019
RE: MADO All Staff Retreat

All UMVRDC will be attending a staff retreat with other RDC staff from across MN on Thursday and Friday, Oct 24-25. On these two days the office will not be open for normal business. Staff will have a variety of break out sessions to choose from and a number of general sessions for all RDC staff. The intent is to make sure staff meet and connect with other staff from other regions and to learn how RDCs are working on similar and unique projects across the state. This will be the second time MADO has had a staff retreat and we plan to host one every two years. I have been serving as co-chair for the event and look forward to learning alongside my peers during the two-day event.

In our staff training budget this year we included additional dollars in order to cover the expenses of registration and travel.

INFORMATIONAL ONLY- No Action requested
**MADO 2019 All-Staff Retreat**

**Thursday, 10/24**

**8:00 - 9:00** Registration

**9:00 - 9:30** General Session WELCOME Golf Villa A/B

**BREAK OUT 1** 9:30 - 10:30
- Golf Villa C - Dementia Tour
- Golf Villa A/B - Redevelopment Panel
- Golf Villa D - Branding Panel

**BREAK OUT 2** 11:00 - 12:00
- Golf Villa C - Dementia Tour
- Golf Villa A/B - Child Care Panel
- Golf Villa D - Technology Speed Sharing

**Lunch** Golf Villa A/B
- 12:00 - 1:30 Dine & Dementia Debrief
- 1:30 - 3:00 General Session WELLNESS
- 3:00 - 3:30 Break

**BREAK OUT 3** 3:30 - 4:30
- Golf Villa D - Building Capacity
- Golf Villa C - Infrastructure Panel

**Gather** Golf Villa A/B
- 4:30 - 6:30 General Session MADO ANNIVERSARY plus local tasting exchange
- 6:30 - 7:30 Dinner
- 7:30 & on... Independent Play
  - Please feel free to take advantage of the offerings in the community and at the facilities, including those at right

**Friday, 10/25**

**7:00 - 8:00** Breakfast Buffet in Lodge

**8:00 - 9:00** General Session RDC ROUNDTABLE Golf Villa A/B

**9:00-10:30** BREAK OUT 4
- Golf Villa A/B - Housing Panel
- Golf Villa C - ADA Training
- Golf Villa D - DevelopMN for the Non-EDA Planner

**11:00-12:30** BREAK OUT 5
- Golf Villa C - Facilitation & Engagement
- Golf Villa D - Cyber Security

**Lunch** Golf Villa A/B
- 12:30 - 1:30 Dine with Demographics
- 1:30 - 2:30 DEI & Welcoming Communities
- 2:30 - 3:00 Wrap Up & Farewell

**THINGS TO DO THURSDAY NIGHT**

- **Breweries**
  - Jack Pine Brewery
    - 15593 Edgewood Dr N, Baxter
  - Roundhouse Brewery
    - 1551 Northern Pacific Rd, Brainerd
  - Big Axe Brewing Company
    - 25435 Main Street, Nisswa

- **Bring-your-own Games**
  - Bonfire & s'mores
  - Pickleball courts
  - Walking or biking
THURSDAY, October 24

9:30-10:30 Breakout Sessions # 1

**Breakout 1a- Virtual Dementia Tour – Golf Villa C**
The Dancing Sky AAA (Regions 1, 2, & 4) offers a window into the world of dementia through evidence-based dementia simulation training. You will undergo a short experiential interaction that will allow you to better understand the behaviors and needs of those living with dementia. It will spread awareness of the impact of dementia on everyday life of seniors and caregivers by allowing you to experience it, and is a game changer in helping people understand what people-centered care actually entails. You will experience an 8-10 minute simulation and be debriefed by DSAAA personnel after the training. Your eyes will be opened!

**Breakout 1b- Redevelopment Golf Villa AB**
MADO partners discuss redevelopment projects including single-family home redevelopment, downtown Madelia, Saint Peter’s American Legion, Sprout Growers and Makers Marketplace and Food Hub, and an unsuccessful DEED grant becomes part of the Opportunity Zone investment.

**Breakout 1c- Branding Golf Villa D**
The importance of marketing, the power of branding: Style guide/rebranding; marketing your own programs & projects and outreach to local units of government.

10:30-11 BREAK

11-12 Breakout Sessions # 2

**Breakout 2a- Virtual Dementia Tour – Golf Villa C**  (See 1a above)

**Breakout 2b- Childcare Golf Villa D**
MADO partners discuss forgivable child care loans, resources guides, examples of technical assistance, case studies and beyond.

**Breakout 2c- Technology Sharing Session- Golf Villa AB**
A speed-sharing session with examples of all kinds.

12-1:30 Lunch and group discussion about findings from Dementia Tour - Golf Villa AB

1:30-3 **General Session: Health and Wellness in the Office: Golf Villa AB**
Karen Nitzkorski, Partnership 4 Health, will share best practices and ideas for integrating wellness into the workplace, and facilitate a round-robin sharing session.

3:30-4:30 Breakout Sessions # 3

**Breakout 3a- Building Staff Capacity - Golf Villa D**
Ann Glumac, consultant with Blandin Foundation, will be on hand to discuss the Cohort Learning curriculum, why it makes a huge difference in the participants’ experience, interactive learning, best practices and sharing of wisdom and experience with classmates through intentional use of tools and exposure to new programs. The purpose of the cohort learning experience is to develop and use the connections between training and daily work, while also establishing a network of alumnae that forms bonds and relationships on a statewide scale. There will be time for Q & A from the audience.
Breakout 3b- Infrastructure Panel Golf Villa C
MADO partners will share infrastructure examples, including Fosston’s industrial park with EDA investment; Small Cities Development Program (SCDP), Minnesota Public Facilities Authority, Rural Development, and the city of Clarkfield; partnerships with SHIP and MnDOT for complete streets and Safe Routes to School; and Utilizing EDA Disaster Dollars for a HWY Infrastructure Project.

4:30-6:30 General Session Golf Villa AB
Recognition of the MADO 50th Anniversary with special honors.
Conversation Café- Submitted topics from attendees
Locally Produced Tasting Exchange: A showcase of Regional Food and Beverages PLUS cupcakes in celebration of the 50th anniversary of the MN RDC Act.

6:30 Dinner at Wilson’s Bay Dining Room
7:30 on Free Play
Unstructured socializing time after dinner, RDO staff are encouraged to mingle and connect with staff from around the state!

FRIDAY, October 25

7-8 Breakfast buffet in the lodge included with conference registration Wilson Bay Dining Room
8-9 am General Session: RDO Showcase
Each MADO
9-10:30 Breakout Sessions # 4

Breakout 4a- Housing Golf Villa AB
The housing experts panel will discuss various aspects of housing with the intent of providing a better understanding of the wide array of development options, what makes successful projects and the level of risk in various types of development projects. It will highlight successful projects that used interesting or unique funding packages or partnerships, how developers determine what makes good locations and what are barriers to development and ways communities can encourage development. The session will also provide information on the wide range of housing rehabilitation programs that are available to preserve existing housing stock.

Breakout 4b- ADA Training Golf Villa C
Presenter Olivia Dorow Hovland, MnDOT, will walk through the why and the how of document accessibility. In this training, participants will learn about the benefits of creating accessible documents as well as what exactly accessibility means. The Minnesota Office of Accessibility advises government entities to create content that is usable by all Minnesotans, including those who rely on adaptive technology in their daily lives. We will focus specifically on accessibility related to documents posted online, using Microsoft Word. We will walk through how to create an accessible document using software you should have easily available. Please come with a laptop that has Word or be prepared to share with a neighbor!
Breakout 4c- DevelopMN for non-EDA planners **Golf Villa D**

Ryan Zemek, HRDC planner, will introduce DevelopMN give an overview and moderate. Dave Kruse will join us via Zoom to discuss the dashboard, the concept behind it, how it is being built, and the importance of a central data source for the RDCs. Dave will also discuss how the dashboard can be used across departments as a point of research, marketing tool, etc. and how the dashboard can continue to be developed going forward to better meet the needs of the RDCs.

**10:30-11 BREAK**

**11-12:30  Breakout Sessions # 5**

Breakout 5a- Facilitation & Engagement **Golf Villa C**

Minneapolis 2040, the update to the city’s comprehensive plan, has designed a civic engagement process that is equitable and inclusive for all Minneapolis residents. Learn how city planners Rattana Sengsoullichanh, Wesley Durham, Breyonne Golding, Madel Duenas have incorporated creative tools and technology to design engagement activities that engage historically underrepresented communities in the planning process. Attendees will learn creative engagement methods to reach audiences that are traditionally underrepresented in public processes; will learn how to leverage technology and creative tools to gather feedback around topics such as land use and built form; and will participate in an exercise to define engagement goals, and measure success in the community engagement process in order to create strategies to guide engagement.

Breakout 5b- Cyber Security **Golf Villa D**

Terry Ocana, Chippewa County IT Director, presents Cyber Security vs Cyber Hygiene: Update your thinking to a broader approach; User training: Develop a training plan with employee buy-in; Mobile device data: Securely working on the go; Cloud data: Collaborating and sharing without compromising security; Planning for a cyber-disaster: “If not When” and Does your small office really need a firewall?

12:30-1:30 Lunch: *Dine with Data*  **Golf Villa AB**

Cameron Macht, MN DEED, presents the changing demographics in Minnesota

1:30-2:30  **General Session: DEI & Welcoming Communities  Golf Villa AB**

Dawn Espe, R5DC, will give an overview of DEI, the role their RDO has taken and an upcoming training session for RDO staff. Neil Linscheid and Toby Spanier, MN Extension, will provide an overview of DEI work and tools that will be part of the training

2:30-3  **General Session: Wrap Up  Golf Villa AB**
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: October 22, 2019
RE: Lac Qui Parle County Levy

Below is a summary from Jake Sieg, LQP Coordinator, explaining the effect of the Minnesota Supreme Courts judgement regarding Northern Natural Gas’s appeal of their property tax values. The Court ruled in favor of Northern Natural Gas so a refund of $36,809.69 is due to them. The RDC’s share is $74.23, which Jake explains the county will withhold from our next property tax settlement.

From Jake:

You can refer to the attached “Notice of Supreme Court Decision” for more background information, but to summarize:

- Northern Natural Gas appealed MN DOR assessment of utility parcel values for taxes payable 2015-2016 for parcels located in multiple counties in MN.
- Tax court proceedings were finalized in June 2019. The court judgement resulted in reduction of assessed values for taxes payable 2016 and 2017.
- The judgment affects 15 parcels in LqP County, located in City of Dawson, Ten Mile Lake Township, Riverside Township, Maxwell Township, Madison Township, Hantho Township, Cerro Gordo Township, Camp Release Township and Baxter Township. The 15 parcels included the school districts of Dawson Boyd, Lac qui Parle Valley and Montevideo schools.
- County Auditor has responsibility to calculate difference in taxes payable resulting from the judgment. For the fifteen parcels, the net difference in taxes paid totaled $33,265.92.
- MN Statute requires additional payment of interest at 4% annual rate, calculated from the date the appealing taxpayer made their annual tax payments (which occurred in May of each year.) The interest attributable to the judgment for 2015 and 2016 totaled $3,543.77.
- The total refund due to Northern Natural Gas is $36,809.69. This breaks down to the individual taxing authorities as follows:
- LqP County $6,981.21
- State of MN $11,664.48
- LQPV ISD $1,349.03
- Dawson Boyd ISD $2,391.90
- Monte ISD $882.21
- RDC $74.23
- EDA $130.16
- Watershed $260.65
- Johnson Memorial $648.18
- City of Dawson $11,193.03
- Ten Mile Lake Twp $173.18
- Riverside Twp $412.93
- Maxwell Twp $13.01
- Madison Twp $107.42
- Hantho Twp $157.98
- Cerro Gordo Twp $171.65
- Camp Release Twp $192.86
- Baxter Twp $5.59

Review of statute indicates no responsibility for County Auditor to make payment to Northern Natural Gas on behalf of all taxing authorities. However, in checking with other counties who have gone through this before there is merit to simplifying the process by having County pay the full amount. Today (10/1) I received Board approval for LqP County to issue this refund on behalf of each taxing authority (you). Therefore, the County will be issuing payment of $36,809.69 to Northern Natural Gas within the week. We will withhold this amount from your next property tax settlement payment.

INFORMATIONAL ONLY- No Action requested
RDC BOARD MINUTES
Upper Minnesota Valley Regional Development Commission
Appleton Civic Center
September 24, 2019

Board Members Present: Jeff Olson, Diane Kepner, Gary Johnson, Jim Schmaedeka, Mark Bourne, Amanda Luepke, Gary Hendrickx, Roy Marihart, Brett Buer, Carrie Bendix, Dawn Regnier, Gene Stengel, Jay Backer, Bill McGeary, Rusty Dimberg, Jim Curtiss, Jim Dahlvang

Board Members Absent: Lucas Olson, Warren Rau, Gene Bies, Chuck Swanson

Guests: none

Staff Present: Dawn Hegland, Jordan Hulscher

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

Approve Agenda/Additions
M/S/P – Jay Backer, Gene Stengel made motion to approve the agenda as presented.

Round Robin Discussion:
- **Gary Hendrickx, Swift County:** City Administrator in Appleton started this week. Levy up 5%. Dollar General in Kerkhoven was refused a tobacco license – will likely be challenged.
- **Jay, Big Stone County:** The county will be combining the auditor & treasure office into one new position.
- **Gary Johnson, Yellow Medicine County:** Asbestos removal begins next week and demolition of school bldg. starts November 1st. Gym & locker room will remain. Levy increase 4.87%, health insurance down 8%. Starting market study implementation. Lyon County to discontinue solid waste officer – would like to share contract.
- **Rusty, Big Stone County Townships:** Forty attended the township annual picnic.
- **Brett, Dawson/Boyd Schools:** New superintendent is doing great. Homecoming this week.
- **James, Chippewa County Townships:** Sileage cutting for the dairy and sugar beet harvest has begun. The roads are soft and the fields wet. Road maintenance expense has doubled.
- **Jim, Chippewa County:** Milan Bridge construction has been extended. MnDOT to turn back Hwy 77 to county and will be given $9 million for the takeover. The road will become a county hwy.
- **Mark, LqP County Townships:** passed.
- **Jeff, LqP County Municipalities:** passed.
• Warren, Swift County Townships: absent.
• Roy, LqP County: Budget meeting will take place next week – levy increase should be under 3%.
• Gene Stengel, Yellow Medicine County Townships: Broadband work is south of Clarkfield, plans are to be near Canby by freeze up. Hanley Falls fire department needs new equipment – current tanker is 1992.
• Amanda, City Administrator: The new café manager is making a profit. 12% budget increase. Clarkfield hosted MnDOT workshop regarding Hwy 67.
• Diane, Prairie Five CAC, Inc.: Looking for 2 teachers in Appleton. The Living Well program is going well – has gone over the 5-year plan. Working with the UMVRDC on RTCC.
• Gene Bies, Yellow Medicine County Municipalities: absent.
• Bill McGeary, Benson Schools: Continuing with the construction project.
• Lucas Olson, Swift County Municipalities: absent.
• Dawn R, MnWest Community & Technical College: 1000 sophomores attended the MnWest career expo today in Marshall. Tomorrow in Worthington. MnWest campus in Granite Falls now has powerline program.
• Carrie, Private Industry Council: State-wide launch of CareerForce saw a good turnout. Workshop for employers hiring employees with criminal backgrounds will be on October 1st. JB Swift, 142 dislocated workers. DOLI came out and conducted an inspection of manufacturing and healthcare for 16 &17-year-old potential workers.
• Jim C, Chippewa County Municipalities: The alternative learning school open house will be held on Wednesday from 4:30-6:30pm
• Chuck, Upper Sioux Community: absent.
• Dawn, UMVRDC: Two nominations were received for the Big Stone County municipal vacancy on the board. The mayors from each city will cast a vote.

1. Action Items
a. Agency Auto Replacement
   Recommendation to replace the 2013 Malibu which has roughly 80,000 miles. The auto replacement fund balance is just over $65,000.

   M/S/P – Mark Bourne, Jeff Olson made motion to authorize the solicitation of agency vehicle bids.

2. Information Items
a. Planner Update – A summary of current projects being worked on in the office by various staff. This update is a good tool for use for commissioners in other meetings.
   b. Executive Director’s Report – A brief-summary of projects and tasks that have required Dawn’s time and attention during the past month.
   c. RLF Update - Loan Status Report on the activity/inactivity of loans as well as other relative information.
   d. MADO All Staff Retreat – All staff will be attending this event on Thursday & Friday, October 24-25 at Maddens Resort near Brainerd. There will be break out sessions and several outside presenters as well as RDC presenters. The agenda includes many topics varying in topics. The office will be closed both days.
3. **Discussion Items**
   a. **RDC Revenue Comparison**
      As a result of discussion held by the BODs during a budget committee meeting, Dawn collected copies of budgets from all MN RDCs and did a presentation on the similarities and differences between them. Some highlights were noted during the summarization.

4. **Consent Agenda**
   a. Minutes from August 2019
   b. August 2019 Treasurer’s Report and Board Payment Listings
   c. RLF Treasurer’s Report
   d. Maynard Museum Contract Extension
   e. Madison Public Art Contract
   f. Computer Purchase

_**M/S/P** – Jeff Olson, Jay Backer made motion to accept and approve the Consent Agenda Items in one motion as follows:_

- Approval of the minutes from August 2019
- Approval of the August 2019 Treasurer’s Report and Board Payment Listings 20734-20775 and all ACHs transactions
- Approval of the RLF treasurer’s report
- Authorization to sign the amendment to extend the Maynard Museum contact until June 30, 2020
- Authorization to sign the $3200.00 contact with the City of Madison for implementation of the Biome Sculpture
- Authorization to purchase up to four agency computers not to exceed $5000.00

**Adjournment**
A motion by Rusty Dimberg, Mark Bourne for adjournment was made at 7:40pm. 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 22, 2019
RE: September 2019 Treasurer’s Reports & Payment Listing

Attached is the treasurer’s report for September 2019. 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 2019.

ACTION REQUESTED:
For the Commission to approve the September 2019 Treasurer’s Report, and Board Payment Listing with all checks (check # 20776–20809) and all ACH transactions.
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<th>Current September</th>
<th>YR-To-DT September</th>
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<td>Transportation</td>
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<td>RLF</td>
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<td>SCDP Admin - Canby</td>
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<td>Commissioner’s Expense</td>
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<td>Sub./Publications</td>
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<td>Web Hosting/Maintenance</td>
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<td>Pass Thru Activity</td>
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<td>Meander</td>
<td>23,000</td>
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<td>Prairie Waters Ads</td>
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<td>EXCESS REV. OVER EXP.</td>
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<td>General Checking</td>
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<td>09/30/2019</td>
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Pass-Thru Payments

<table>
<thead>
<tr>
<th>UMVRDC Secretary/Treasurer</th>
<th>Date</th>
<th>UMVRDC Executive Director</th>
<th>Date</th>
</tr>
</thead>
</table>

139,283.53 Total Checks/ACH payments
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: October 22, 2019
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 2019 Transaction Notes:
• Swift Falls Bar & Grill loan paid in full

ACTION REQUESTED:
To approve the UMVRDC’s September 2019 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: $313,008.07 (Original RLF) and $95,869.93 (Disaster RLF).
September 2019 RLF TREASURER'S REPORT

<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>Loan Closed</th>
<th>Notes</th>
<th>September Payments</th>
<th>Disaster RLF Balance at 9/30/19</th>
<th>Original RLF Balance at 9/30/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. After Five Supper Club</td>
<td>$40,000</td>
<td>$5,000</td>
<td>5.00%</td>
<td>5</td>
<td>3/14/2018</td>
<td>$316.21</td>
<td>$38,441.31</td>
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<td>2. Al's Mercantile</td>
<td>$50,000</td>
<td>$5,000</td>
<td>10</td>
<td>1/21/2011</td>
<td>$538.82</td>
<td>$7,811.08</td>
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<td>3. Anderson Tolbert Funeral Home</td>
<td>$69,720</td>
<td>$5,000</td>
<td>4.50%</td>
<td>7</td>
<td>3/29/2018</td>
<td>$970.12</td>
<td>$57,371.87</td>
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<tr>
<td>4. Appleton Power</td>
<td>$40,000</td>
<td>$5,000</td>
<td>4.50%</td>
<td>10</td>
<td>11/12/2018</td>
<td>$404.99</td>
<td>$37,658.59</td>
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<td>5. Barr's/Conway Electric, Inc.</td>
<td>$46,000</td>
<td>$5,000</td>
<td>4.00%</td>
<td>3/5/2012</td>
<td>$466.73</td>
<td>$13,137.79</td>
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<tr>
<td>6. B&amp;B Bar &amp; Grill</td>
<td>$40,000</td>
<td>$5,000</td>
<td>4.50%</td>
<td>10</td>
<td>10/7/2018</td>
<td>$451.11</td>
<td>$37,619.75</td>
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<tr>
<td>7. Books by Kelly</td>
<td>$20,000</td>
<td>$5,000</td>
<td>5</td>
<td>7/31/2010</td>
<td>$121.69</td>
<td>$7,116.29</td>
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<td>8. Clara City Foods, Inc</td>
<td>$100,000</td>
<td>$10,000</td>
<td>4.50%</td>
<td>3/16/2016</td>
<td>$2,025.90</td>
<td>$70,118.77</td>
<td>$70,118.77</td>
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<td>9. Clarkfield Enterprises, Inc</td>
<td>$60,000</td>
<td>$7,000</td>
<td>7</td>
<td>11/1/2017</td>
<td>$835.01</td>
<td>$46,177.07</td>
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<td>10. Clarkfield Family Foods</td>
<td>$28,000</td>
<td>$4,000</td>
<td>3</td>
<td>6/19/2009</td>
<td>$284.89</td>
<td>$48.23</td>
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<td>11. CoMar's</td>
<td>$100,000</td>
<td>$10,000</td>
<td>4.00%</td>
<td>8/29/2016</td>
<td>$1,013.45</td>
<td>$74,124.10</td>
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<td>12. Granite Falls Dairy Queen, Inc</td>
<td>$100,000</td>
<td>$10,000</td>
<td>4.00%</td>
<td>4/25/2012</td>
<td>$1,013.45</td>
<td>$30,806.14</td>
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<tr>
<td>13. Gofasters Powersports &amp; Marine</td>
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<td>$10,000</td>
<td>5</td>
<td>8/14/2019</td>
<td>$791.79</td>
<td>$49,763.70</td>
<td>$49,763.70</td>
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<tr>
<td>14. Handstand Chiropractic, LLC</td>
<td>$33,000</td>
<td>$3,000</td>
<td>5.00%</td>
<td>1/5/2011</td>
<td>$366.88</td>
<td>$5,352.43</td>
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<td>15. Headquarters Bar &amp; Grill</td>
<td>$90,000</td>
<td>$10,000</td>
<td>5.00%</td>
<td>10/26/2018</td>
<td>$977.74</td>
<td>$84,347.74</td>
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<td>16. Jeffer's 5 Stop</td>
<td>$20,000</td>
<td>$5,000</td>
<td>5</td>
<td>3/1/2018</td>
<td>$373.86</td>
<td>$14,506.38</td>
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<td>17. C &amp; Sons Hardware Inc</td>
<td>$70,000</td>
<td>$7,000</td>
<td>4.00%</td>
<td>2/22/2012</td>
<td>$709.72</td>
<td>$4,234.02</td>
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<td>18. KG of Granite Falls DBA Right's</td>
<td>$50,000</td>
<td>$5,000</td>
<td>4.00%</td>
<td>5/26/2016</td>
<td>$507.23</td>
<td>$35,889.62</td>
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<td>19. Krave Wellness Studio</td>
<td>$26,000</td>
<td>$5,000</td>
<td>15</td>
<td>7/24/2019</td>
<td>$491.65</td>
<td>$20,255.94</td>
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<td>20. Lumber's Inc</td>
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<td>$5,000</td>
<td>5</td>
<td>12/17/2017</td>
<td>$566.14</td>
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<td>21. Merritt Construction, Inc.</td>
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<td>$5,000</td>
<td>4.00%</td>
<td>2/10/2012</td>
<td>$104.64</td>
<td>$3,933.24</td>
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<td>22. Northern Geo, LLC</td>
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<td>$5,000</td>
<td>4.00%</td>
<td>10</td>
<td>2/27/2014</td>
<td>$1,518.68</td>
<td>$25,732.22</td>
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<td>23. Northern Geo, LLC (2)</td>
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<td>4.25%</td>
<td>10</td>
<td>1/6/2017</td>
<td>$839.50</td>
<td>$46,379.79</td>
<td>$15,459.93</td>
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<td>24. Private Industry Council</td>
<td>$50,000</td>
<td>$5,000</td>
<td>4.25%</td>
<td>12</td>
<td>7/11/2012</td>
<td>$1,046.44</td>
<td>$3,933.24</td>
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<td>25. R &amp; R Outdoors</td>
<td>$11,000</td>
<td>$1,000</td>
<td>4.00%</td>
<td>8/23/2013</td>
<td>$30.00</td>
<td>$7,657.20</td>
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<td>26. SEWearable Designs</td>
<td>$33,000</td>
<td>$5,000</td>
<td>4.50%</td>
<td>8/13/2013</td>
<td>$361.08</td>
<td>$1,041.62</td>
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<td>27. SEWearable Designs (2)</td>
<td>$27,250</td>
<td>$4,000</td>
<td>4.50%</td>
<td>2/24/2017</td>
<td>$282.41</td>
<td>$21,498.88</td>
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<td>28. Specsys Inc.</td>
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<td>$5,000</td>
<td>4.00%</td>
<td>12/10/2008</td>
<td>$507.23</td>
<td>$690.89</td>
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<td>29. Southeast Family/Enterprise (Joe's) Bar &amp; Grill</td>
<td>$50,000</td>
<td>$5,000</td>
<td>5.00%</td>
<td>10</td>
<td>Loan Closed 8/30/19</td>
<td>$50,000.00</td>
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<td>30. Swift Falls Bar &amp; Grill</td>
<td>$22,500</td>
<td>$5,000</td>
<td>4.00%</td>
<td>10</td>
<td>7/18/2009</td>
<td>$279.84</td>
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<td>31. The Dryer Doctors</td>
<td>$34,000</td>
<td>$5,000</td>
<td>10</td>
<td>8/14/2017</td>
<td>$353.27</td>
<td>$28,131.05</td>
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<tr>
<td>32. The Dryer Doctors (2)</td>
<td>$28,000</td>
<td>$4,000</td>
<td>5</td>
<td>7/13/2019</td>
<td>$285.85</td>
<td>$27,875.31</td>
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<td>33. The Savmill</td>
<td>$50,000</td>
<td>$5,000</td>
<td>4.00%</td>
<td>3/12/2010</td>
<td>$203.81</td>
<td>$24,075.37</td>
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<td>34. Triish's Catering</td>
<td>$38,000</td>
<td>$5,000</td>
<td>4.25%</td>
<td>5/31/2017</td>
<td>$390.26</td>
<td>$30,877.57</td>
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<td>35. Western Consolidated Cooperative</td>
<td>$100,000</td>
<td>$10,000</td>
<td>4.25%</td>
<td>10</td>
<td>10/24/2017</td>
<td>$2,049.75</td>
<td>$83,871.00</td>
<td>$83,871.00</td>
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</table>

**Balance of Bank Accounts**

| Total Original RLF Funds: | $1,226,378.59 | Total Disaster RLF Funds: | $315,402.08 |

- Previous month's bank balance: $344,767.58
- Previous month's bank balance: $90,821.05
- Loan Repayment: $16,024.13
- Loan Repayment: $5,002.64
- Loan Disbursement: $0
- Loan Disbursement: $0
- September '19 - Bank Interest: $176.36
- September '19 Bank Interest: $46.24
- Admin Transfer -
- Admin Transfer -
- Origination or Loan Payoff Fees -
- Origination or Loan Payoff Fees -
- Bank Account Balance at 9/30/19: $360,968.07
- Bank Account Balance at 9/30/19: $95,869.93
- Devil's Paint and Body: $387,060.00
- Devil's Paint and Body: $-

**Balance available for lending:** $123,008.07
**Balance available for lending:** $95,869.93

UMVRDC Secretary/Treasurer: UMVRDC Executive Director

State: State
CONSENT MEMO

TO: Upper MN Valley RDC Commissioners  
FROM: Laura Ostlie, Economic Development Specialist  
DATE: October 22, 2019  
RE: Canby SCDP Administration Contract

The city of Canby has been awarded a Small Cities Development Program grant from the Department of Employment and Economic Development (DEED) in the amount of $1,040,750. With other leveraged funds for the grant, the city of Canby will have the ability to utilize $1,302,428 in commercial and owner-occupied housing rehabilitation. The RDC’s contract with the city of Canby is at least $117,750 for general administration of the SCDP grant.

**ACTION REQUESTED:** Authorization for the Executive Director to sign the Canby SCDP Administration contract.
This Contract for Services, made this 1st day of July, 2019 is by and between the City Of CANBY, Minnesota, hereinafter referred to as the CITY, and the Upper Minnesota Regional Development Commission, hereinafter referred to as the UMVRDC.

The purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMVRDC.

SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to:

A. Act as overall Administering Agent on behalf of the CITY for the Minnesota Small Cities Development Program (SCDP) grant entitled, "City of Canby Comprehensive Rehabilitation Project".

Perform all tasks in a manner which will meet or exceed the terms and conditions imposed upon the City in the Small Cities Development Program grant agreement CDAP-18-0053-O-FY19.

B. Supply all personnel required in performing the following roles. Such personnel shall not be deemed employees of the City.
   1. Project Director
   2. Environmental Coordinator – will prepare and submit the environmental review
   3. Finance Officer – will request funds, pay invoices, prepare semi-annual reports etc.
   4. Fair Housing/Equal Opportunity Officer
   5. Labor Standards Officer.
   6. Maintain a complete file of all records created or processed pertaining to the City of Canby SCDP grant and upon request, make them available for review by the CITY, the state, and auditors.
C. Contract with Prairie Five for field administration to assure compliance and eligibility of projects.
D. Be the party responsible for updating and maintaining all work completed under this Contract.

SECTION II. DESCRIPTION OF CITY’S RESPONSIBILITIES

The CITY agrees to:

A. Appoint a primary contact for this project;
B. Authorize the UMVRDC to process pay requests with assurance that the field administrator will follow all policies and eligibility requirements adopted by the CITY
C. Provide the UMVRDC with specific information, plans, resolutions and documents as needed to complete the UMVRDC’s services
D. Schedule, conduct, mail and print information for CITY public hearings/meetings as required and assure that all publication and notification requirements are met;
E. Pay for all cost related to public hearings and corresponding publications and notifications;
F. Compensate the UMVRDC in accordance with Section IV of this Contract.
G. The UMVRDC will be responsible for reporting to the Department of Employment and Economic Development all generated income earned on activities when the grant is open. After grant closeout, the CITY is responsible for all program income reporting.

SECTION III. CONTRACT PERIOD

A. This Contract is effective from July 1, 2019 to December 31, 2023.
B. The time period for this Contract may be amended upon request and signed approval by both the UMVRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES AND UNIT GOALS

A. The SCDP grant states that there will be
   • 17 Owner-occupied units rehabbed utilizing the max grant amount of $25,000/unit
- 12 Commercial properties rehabbed utilizing the max grant $40,000/unit

If this standard is met, the CITY will not owe any administrative costs to the UMVRDC. Administrative costs will be covered by the SCDP grant.

If the number of units or the total amount in grant funds per unit varies from the original grant, the CITY may owe an amount up to the following per unit:

- Additional owner-occupied units @ $3,750 each
- Additional commercial properties @ $4,500 each

SECTION V. GENERAL PROVISIONS

A. Changes in UMVRDC Services
   In the event the CITY requests additional service from that described in Section I, or other project partners change the requirements for the project, UMVRDC staff will contact the CITY prior to moving forward to discuss the change in scope. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

B. Liability
   The CITY 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 CITY upon fourteen (14) days prior written notice.

   In the event of termination, the CITY 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 identified by either party as unenforceable under any law or regulation shall be considered stricken, but all remaining provisions shall continue to be valid and binding upon the UMVRDC and CITY. The Contract shall be revised to replace such stricken provision 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 CITY hereby accept this Contract for professional services. The parties hereto have caused this Contract to be duly executed.

__________________________________________
Executive Director
Upper Minnesota Valley Regional Development Commission

__________________________________________
Authorized City Official
Title

Date: ____________________________

Date: ____________________________

ATTEST:

Date of UMVRDC Board Approval

__________________________________________
City Manager, CITY OF ____________________

Date: ____________________________
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: October 22, 2019
RE: Appleton SCDP Application Contract

The City of Appleton has requested assistance with a Small Cities Development Program (SCDP) grant application this fall. Staff will assist the city with developing a new application and will work with the city in developing a list of interested participants in the program. The cost of the application is $10,000. Applications are due to the State November 2019. UMVRDC staff for this contract will be Laura Ostlie and Kristi Fernholz.

**ACTION REQUESTED:**
Approve and authorize the Executive Director’s signature on the attached contract for $10,000 with the City of Appleton to author a Small Cities Development Program grant.
CONTRACT FOR PROFESSIONAL SERVICES

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and the
CITY OF Appleton
FY20-09

This Contract for Services, made this 9th day of July, 2019 is by and between the City Of Appleton, Minnesota, hereinafter referred to as the CITY, and the Upper Minnesota Regional Development Commission, hereinafter referred to as the UMVRDC.

The purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMVRDC.

SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to:

A. Coordinate, author and submit an SCDP application proposal to the Minnesota Department of Employment and Economic Development (DEED) by the November 2019 deadline; and

B. Work with the CITY to establish an interest list of homes;

C. Work with the CITY to develop an interest list of commercial businesses; and

D. Prepare and submit a full application to DEED by the February 2020 deadline; and

E. If awarded SCDP funds, the UMVRDC will provide grants administration services under a separate contract with the City.
SECTION II. DESCRIPTION OF CITY’S RESPONSIBILITIES

The CITY agrees to:

A. Appoint a primary contact for this project;

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

C. Assist the UMVRDC in gathering adequate number of eligible waiting list candidates for the application process (i.e. press releases, door-to-door survey or phone survey);

D. Schedule, conduct, mail and print information for CITY public hearings/meetings as required and assure that all publication and notification requirements are met;

E. Pay for all cost related to public hearings and corresponding publications and notifications;

F. Be the party responsible for updating and maintaining all work completed under this Contract;

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

H. Utilize the UMVRDC as the grant’s administrator under a separate contract if funds are awarded.

SECTION III. CONTRACT PERIOD

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

B. The CITY agrees to pay the UMVRDC the amount of $10,000 Compensation for services paid by the CITY will be provided as follows:

1. The cost of the application proposal is $7,000 and will be billed upon submission.
2. The cost of the full application is $3,000 and will be billed upon submission.

C. The UMVRDC will provide the CITY with a final invoice 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 IV. GENERAL PROVISIONS

A. Liability
   The CITY 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.

B. Termination
   This agreement may be terminated with or without cause by either the UMVRDC or CITY upon fourteens (14) days prior written notice.

   In the event of termination, the CITY 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 I of this Contract agreement.

C. Severability
   Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMVRDC and CITY, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.
D. Changes in UMVRDC Services
In the event the CITY requests additional service from that described in Section I, or other project partners change the requirements for the project, UMVRDC staff will contact the CITY prior to moving forward to discuss the change in scope. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

SECTION V. ACCEPTANCE

The UMVRDC and CITY hereby accept this Contract for professional services. The parties hereto have caused this Contract to be duly executed.

______________________________________________________________
EXECUTIVE DIRECTOR
UMVRDC

Title: _____________________________
Date: ______________________________

______________________________________________________________
AUTHORIZED REPRESENTATIVE

Date: ______________________________

ATTEST:

Name: ______________________________
Title: ______________________________
Date: ______________________________
ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: October 22, 2019
RE: Prairie Five RTCC Contract for Services

The UMVRDC submitted a proposal to Prairie Five to provide planning services for the Regional Transportation Coordination Council (RTCC) grant they received from MnDOT. UMVRDC Staff will assist in the planning process to help our region determine how an RTCC would be work for us and develop the structure. The total amount of this contract is $42,000.

ACTION REQUESTED:
Authorization for the Executive Director to sign the Technical Assistance agreement with Prairie Five.