Pledge of Allegiance
Introductions
Approve Agenda/Additions
Round Robin: Share recent actions, discussions or issues from your city, county, council or board

1. Action Items
   a. Loan Advisory Board Recommendation

2. Information Items
   a. Planner Update
   b. Executive Director Update
   c. RLF Update
   d. Foundation Statements

3. Discussion Items
   a. Strategic Direction - Regional Trends and Issues

4. Consent Agenda Items
   a. Minutes from January 2020
   b. January 2020 Treasurer’s Report and Board Payment Listings
   c. RLF Treasurer’s Report
   d. MACCRAY Safe Routes to School Amendment
   e. Lac qui Parle County RLF Administration Contract
   f. Hagstrom Engineering Landscape Architecture Subcontract

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: Annual Survey Results – Kirk & Kristi
Citizen Comments:
Adjournment:

Next mtg: Tuesday, March 24th

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

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: February 25, 2020
RE: RLF Loan Advisory Board Recommendations

Stoney Ridge Foods, Inc. Loan Request

On February 10th, the RLF Advisory Board made a recommendation to approve a $200,000 loan request by Jeena Hughes, along with Joe and Jessica Wrobleski. This loan will provide gap financing to assist in the expansion of their edible bean processing plant.

With this loan financing, the UMVRDC would have a shared 2nd mortgage and 2nd position UCC behind the Rural Electric Economic Development, Inc.

Action Requested:
Approve the RLF Advisory Board Recommendation of
- $50,000 loan at 4% for 10 years from the UMVRDC Disaster RLF
- $150,000 loan at 4% for 10 years from the UMVRDC Original RLF

Devo's Paint and Body Loan Commitment Extension

On February 10th, the RLF Advisory Board made a recommendation to approve a loan commitment extension. Devin Olson requested the extension on his $47,960 loan commitment due to not having a closing date yet scheduled.

Action Requested:
Approve the RLF Advisory Board Recommendation of a six-month loan commitment extension on the $47,960 UMVRDC Original RLF loan.
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Melissa Streich, Kirk Bustrom, Laura Ostlie, Chad Kingstrom, Matt Moe, Jordan Hulscher

DATE: February 25, 2020

RE: Planner Update

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

CONTRACTS:

**Benson Technical Assistance – Laura, Melissa, and Kirk**
RDC staff represented the city of Benson in their booth at the 2020 International Biomass Conference in early February. RDC staff have been working with the city to plan the preparation of an upcoming EDA grant application. Meetings with prospective RLF applicants, application review, and loan committee review meetings. With the city hosting a meeting with a prospective business interested in the former Fibrominn property, RDC staff have been prepping marketing materials. RDC staff will also be assisting with the meeting.

**Dawson MNHS project – Kristi**
Kristi assisted Dawson to get a grant from the MNHS for roof replacement, repair to the site grade, and mold abatement. The UMVRDC is working with the city to implement this grant.

**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. The HSEM and FEMA review process have been completed and each County has formally adopted the Plan(s) by resolution. Review and acceptance is taking place upon direction of County EM’s for other jurisdictional approval and adoption.

**Memorial Park – Kristi**
We continue to work with the city to implement their master plan for the park.

**Clara City SCDP Application – Laura and Kirk**
Clara City’s preliminary SCDP application was deemed marginally competitive and is now in the process of the full application that is due February 28th. Revised Target Area mapping has been completed in accordance with DEED recommendations. The public hearing took place February 11th and the final application is due to DEED by February 28th.

**Appleton SCDP Application – Kristi and Laura and Kirk**
Appleton’s preliminary SCDP application was deemed marginally competitive and is now in the process of the full application that is due February 28th. Revised Target Area mapping has been completed in accordance with DEED recommendations. The required public hearing took place on February 19.
The Milan/Watson SCDP community meetings took place January 22nd. The city’s goals are for 14 owner-occupied, 16 units for multi-family and 4 commercial units to be rehabbed by September 2022. Applications are being accepted and waiting lists are being created.

Canby SCDP – Laura and Jordan
Canby’s SCDP community meetings took place January 29th. The city’s goal to rehab 17 owner occupied homes and 12 commercial properties will have until September 2022 within their SCDP grant. Applications are being accepted and waiting lists are being created.

Benson SCDP – Laura
The Benson SCDP project has all 20 owner occupied projects solidified. The remaining commercial projects have been identified and are on goal to finish by the September deadline.

Granite Falls SCDP Admin – Laura and Jordan
The Granite Falls SCDP project has had one rental inspection, one in the proceed process, while an additional application is being processed. For the owner-occupied activity, three properties are in the bid stage, two in inspection, one in proceed, two working on financing, while two additional applications being reviewed. Granite’s commercial activity has three bid packets out, two proceeds out, one sorting out financing, and four application taken.

Clarkfield SCDP Admin – Laura and Jordan
A public infrastructure bids are on target to go out and construction is planned to start spring 2020. Three owner occupied application currently out, while two are in bids, two in financing, and three in the proceed process. A commercial preconstruction conference has taken place for the project in the proceed process, while two bids packets have been sent out and one additional inspection has taken place.

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 Biome project is being worked on and will be installed this coming spring, The UMVRDC procured from the Southwest MN Arts Council (SMAC).

Maynard Museum – Kristi
Engan Associates continues to work on 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
The UMVRDC is working with the committee to determine how to move forward with the cemetery and will write a MNHS grant to reach those goals.

Kerkhoven Comprehensive Plan – Kristi & Kirk & Chad
The Kerkhoven steering committee is working on public participation of their comprehensive plan.

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. An initial draft RLF Plan has been prepared. RDC staff is now working with City staff and the EDA on authoring the USDA funding application. The USDA has laid out a timetable for submittal of an application prior to March 31, 2020.

MACCRAY Safe Routes to School – Chad
RDC staff have met with the entire SRTS Team and have begun crafting the plan with team input. The Team completed a walk audit of Clara City to gather experiences of walking in the community.

Regional Transportation Coordination Council (RTCC) - Kristi
The UMVRDC has a contract with Prairie Five CAC to work on a planning project to explore the role of an RTCC in our region. Kristi and P5 staff coordinated the second Planning Committee meeting on February 10, 2020.

Swift County OHV Park Master Plan – Kristi and Kirk
The UMVRDC will be completing a master plan for the Swift Count OHV Park over the next many months. The contract has been set up and the planning will start this spring. Initial planning meetings have taken place to define the structure and participation for a project planning team.

Clara City MN DEED Redevelopment Grant (RGP) Application – Kirk
The City of Clara City has requested assistance in planning, developing and authoring a MN DEED Redevelopment Grant & Demolition Loan Program application and materials for demolition and redevelopment of a vacant school building for housing. A completed application was submitted to MN DEED in accordance with the submission deadline of February 3rd.

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. There’s been multiple edits and a final draft finalized. 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. We are working with the EDA on determining what projects might be viable candidates for funding, specifically coordinating an infrastructure project in Benson.

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 Swift County (Appleton).
Meander – Kristi and Jordan
We are currently working on getting sponsors and starting the 2020 Meander brochure.

MN River Valley National Scenic Byway - Kristi
The byway is working on a number of projects: Tear map – grant received from MNHS, Monuments project to determine the 1895 Monuments erected by the Minnesota Valley Historical Society, and a new Partnership grant being submitted by March 6th.

Prairie Waters Regional Marketing – Melissa
Defining the details for the 2020 workplan and budget. Working on a board orientation. Explore MN Tourism launched a new website, we are working on editing our page and adding all of our region’s events and businesses to the new database. Jordan and Melissa will be attending the Explore MN Tourism Conference February 24-26.

U of M SWRSDP Developable Properties Inventory – Kirk
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 are covering the cost of student assistance through the Center for Small Towns and the U of M to assist with the project. Undergraduate student interns were recruited and placed and completed Phase 1 project work in December. Student interns developed the database tool for the properties inventory and created a framework with which to conduct regional data procurement interviews. Interviews were completed in December and available site data populated in the database. Phase 2 project work is scheduled from January through May and a graduate intern was recruited and hired with work commencing last month. Phase 2 deliverables will include development and completion of visioning and mock-up concept drawings for a select number of developable properties in the region. Plans are for a total of 5-7 properties selected, with the first five (5) currently underway.

Transportation – Chad
Chad assisted KMS Schools and the KMS trail group in completing a grant application for Safe Routes to School engineering services from MnDOT to better prepare for possibly applying for the Transportation Alternatives grant next year. Chad also completed the application for the LQPV School District for the same grant. The application for the Transportation Alternatives grant has been submitted on behalf of the City of Granite Falls. ATP 4 Transportation Alternatives scoring was held in Fergus Falls followed by the ATP 4 meeting also in Fergus Falls. Chad has attended the Transportation Planners quarterly meeting in Arden Hills.

CONTRACT DEVELOPMENT:

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<td>Dawson EDA RLF Plan</td>
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<td>Benson Technical Assistance</td>
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<td>Clara City MN DEED RGP</td>
<td>February 2020</td>
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**INFORMATIONAL ONLY - No Action requested**
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: February 25, 2020
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.

- I have spent most of my time working on the new policy changes. Updating the handbook, connecting with new benefit providers for life insurance, 529 plans, and MN retirement savings plan. We have sent employees information to get signed up and will be having presentations in the next week from several providers.
- Worked with staff to provide direction for tonight’s strategic planning process related to our regional survey and the regional trends and issues presentation.
- Worked with Chad on the background and process for ranking transportation alternative projects in both ATPs and began talking about the process for the upcoming transportation open house.
- Worked through the UMVRDC Commissioner handbook revisions with Jackie.
- Working with our IT consultant on a handful of technical issues related to computers, our WIFI, and security issues.
- Participated in a 3-day web training on supervising from the Mn Council on non-profits. I asked Kristi, Matt and Melissa to join me. Will be following up individually with them related to some ideas for staff roles and responsibilities related to restructuring and supervising.

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Community Development Planner
DATE: February 25, 2020
RE: RLF Update

LOAN STATUS REPORT

DEFAULTS (90days+)
None

DELINQUENT (less than 90 days)
R & R Outdoors’ February 1st payment has not been received. A phone call and email have gone unanswered as of this time.

DEFERRED PAYMENTS
None

PAID IN FULL
None

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. Previous property owner had lost abstract which has slowed process up. Lead lender communicated that when he returns to the office at the end of the month, he will be looking to schedule closing with borrower.

NEW LOANS
None

OTHER
The approved and revised RLF loan plans were submitted and accepted by the EDA.

The Allowable Cash Percentage (ACP) for 2020 is now 37.2%. Prior to the EDA’s announcement, the ACP was 34%.

INFORMATIONAL ONLY- No Action requested
INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: February 25, 2020

RE: Strategic Plan Foundational Statements

I have been working with statements from the board and revisions from the staff to finalize the UMVRDC’s Foundational Statements that will serve as our agency’s guiding statements about what we do, who we work for, and how and why we do our work. This new set of statements is seen on the final revised version of our strategic plan summary that is attached to this memo.

INFORMATIONAL ONLY - No Action requested
UMVRDC MISSION
Enable the region to thrive through assisting local units of government.

UMVRDC FOUNDERAL STATEMENTS
These statements define who we work for, what we do, and why we do our work.

1. Our primary customers are the units of government in our region.
   Through our work with cities, counties, townships, school districts and tribal governments we indirectly serve businesses, organizations and the residents of the region.

2. We leverage our local tax authority to provide reasonable fees for our services.
   Our fees allow the agency to hire staff to work on the needs of the region. Our staff will provide excellent products for a reasonable cost.

3. We provide excellent customer service.
   The UMVRDC strives to set a positive and professional impression in every interaction.

4. We provide diverse services based on the needs and requests of the region.
   Sometimes this means ongoing programs like transportation, economic development, Prairie Waters, and the revolving loan fund; other times this means one-time services to help a government with their needs.

5. We work hard to understand the needs and issues in all our communities and to help in any way we can.
   This will be done through building relationships, research, and through employee’s personal connections to the region and will lead to work that is reflective of the local interests and values.

6. We bring a unique regional viewpoint to the work we do.
   Our work across the region is influenced by our knowledge gained from relationships throughout the region, state and nation. In addition, our board is multi-jurisdictional and provides a diverse regional perspective for our work.

7. We believe in the region.
   We advocate for and promote the region as a great place to live, work and recreate because we know what it is like to live work and recreate here.

8. We are a resource center.
   We connect people, ideas, information, agencies, funding and other resources. Many of our communities lack time and staff to take on complex planning processes, apply for public grants, or research resources that can help address local priorities. The UMVRDC can:
   - facilitate processes to gather information or input
   - write and administer grant applications
   - help to develop goals and objectives, action plans, or strategies
   - write a variety of plans
   - provide ideas, referrals, information, or connections to other agencies

UMVRDC STRATEGIC DIRECTIONS 2019-2023
In the next five years UMVRDC will work to increase our ability to address critical issues in our region by developing and implementing work in the following five categories. Each strategic direction will have its own annual process that, will lead to a set of workplans that will be adopted each year by the UMVRDC.

CORE ASSUMPTIONS
In order to accomplish our work we recognize the following.

We need:
- Data from communities about what they want and need help with.
- Access to data and resources that supports the issues and opportunities of our communities.
- To utilize technology to connect our communities, resources, and process/projects.
- To define the UMVRDC’s role in being a change agent around difficult topics (e.g. diversity/equity/inclusion, climate change, balancing development and environment).
- To be flexible to address opportunities throughout the year.
- To generate revenue to support our services.
- To develop and grow staff and board leadership and engagement.
DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz and Kirk Bustrom, Senior Planners

DATE: February 25, 2020

RE: Strategic Direction - Regional Trends and Issues

The UMVRDC staff has been working on the Regional Trends and Issues Strategic Direction. The following will be presented at this meeting:
  - Strategic Direction recap - Timeframe
  - Survey results
  - Topic areas and break into small group activity
  - Report back

We will be spending approx. 60 minutes of the UMVRDC board meeting on this topic, breaking into small groups and allowing time to discuss. This is one of the board engagement pieces taking the place of previous BHAG meetings.

DISCUSSION REQUESTED:
Discussion in small groups and report back.

Encl.
1. Regional Trends and Issues Definition
   a. **Goal:** Provide an opportunity for LUGs in the region to learn through convenings and research.
   b. **Intent:** In being responsive to our region’s emerging needs, this direction will prioritize topics to research, exchange information about, or convene stakeholders around.

2. Recap Regional Trends and Issues Timeframe

3. Review Survey results and Top Regional Trends and Issues topic areas
   a. Top six trends/issues that were marked as critical on our Annual Survey

4. Review what input we need from you and how we will use this information.

5. Small Group Activity (see attached worksheet)
   a. Self-select the trend/issue you are most interested in/likely to participate in.
      i. **It is OKAY if one group does not have anyone sitting at it.**
   b. Select a reporter
   c. Read the issue and project ideas associated with the idea from the worksheet
   d. Talk about the following 4 questions:
      1. **Which of these project idea addresses the issue most appropriately?**
      2. **What makes this project idea worthwhile? What would get you to come to a session/use this resource?**
      3. **How well does this project idea address the issue identified?**
      4. **How appropriate is it for the UMVRDC to address this issue? Who else is working on this?**

6. Report back and next steps
Regional Trends & Issues
Strategic Direction Annual Regional Survey

Survey Respondents

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| Townships      | 19               |       |                                                                           |
| School Districts | 6               | 6     |                                                                           |

How knowledgeable are you on the UMVRDC and its programs and services?

- Very Knowledgeable: 13%
- Knowledgeable: 25%
- Somewhat Knowledgeable: 50%
- Not Knowledgeable: 13%

Issues identified as critical in regional survey appearing in ranked order:

1. Childcare Accessibility & Affordability
2. Workforce Recruitment
3. Marketing our Region to Attract New Residents, Workers, Families & Visitors
4. Improved Broadband Accessibility
5. Road/Bridge Planning or Funding
6. Demolition of Dilapidated Housing & Commercial Properties
7. Housing Rehabilitation
8. Business Incentives
9. Sewer, Sanitary Sewer, Storm Water, Drinking Water Infrastructure Planning or Funding
10. Assisting with Financing for Businesses in our Community
11. Commercial Property Rehabilitation
12. Redevelopment of Vacant Lots
13. Rental Housing
14. Senior Housing
15. Capital Improvement Planning
16. Comprehensive or Strategic Planning
17. Emergency Preparedness
18. Industrial Park Infrastructure Planning or Funding
19. Addressing Diversity, Equity & Inclusion
20. Safe Routes to School Planning or Implementation
21. Supporting Local Renewable Energy Options
22. Recycling Systems
23. Zoning or Ordinances Review or Updating
24. Website Development or Updating
25. Solid Waste Planning
26. Transit Options
27. Addressing Climate Change
28. Zoning or Ordinance Enforcement
29. Trails and Parks Planning or Funding
30. Community Beautification
31. Renewable Energy & Efficiency for Public Buildings
32. Protecting Historical & Cultural Assets
33. Sidewalk Policies
34. Public Art
# Regional Trends & Issues Process

## UMVRDC Strategic Direction (2019-2023)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Operations</th>
<th>Outreach</th>
<th>Regional Trends &amp; Issues</th>
<th>New Initiatives</th>
<th>Core Programs &amp; Services</th>
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<tbody>
<tr>
<td>GOAL</td>
<td>Evolve UMVRDC organizationally to grow staff and board effectiveness, satisfaction, and retention.</td>
<td>Systematically develop awareness of and interest in UMVRDC capabilities.</td>
<td>Provide an opportunity for LUGs in the region to learn through convenings and research.</td>
<td>Identify and proactively act on opportunities in the region that lead to new UMVRDC programs or services.</td>
<td>Continue existing UMVRDC programs and services.</td>
</tr>
<tr>
<td>INTENT</td>
<td>Internal improvements in policy or process that help attract and maintain talent, operate efficiently, and build capacity.</td>
<td>Efforts here will market the RDC to key stakeholders in order to share information, develop relationships, and increase opportunities for new contracts.</td>
<td>In being responsive to our region’s emerging needs, this direction will prioritize topics to research, exchange information about, or convene stakeholders around.</td>
<td>A limited amount of dedicated time to develop ideas for new, revenue-generating programs or projects.</td>
<td>This represents our ongoing or regular commitments, including contract work, and the bulk of agency revenue and staff time allocation.</td>
</tr>
</tbody>
</table>

## Assumptions

The end result will be a FY workplan to implement a few things as a direct result of a regional survey.

We will use a survey of LUGs to drive the ideas for this strategic direction.

Every five years, we will integrate this survey with the UMVRDC’s required five-year assessment process.

The resulting workplans will need to be developed to carefully consider the internal funding limitations and the time availability of staff.

The ideas resulting from this process may require the utilization of existing UMVRDC revenue sources (levy or existing program dollars) but should also develop ideas for external (new) revenue sources to pay for the implementation.

UMVRDC board members will be engaged early in the process to help brainstorm and prioritize what ideas we want to implement as a result of the survey.

In FY20 we are starting with the list of issues and trends we identified in the strategic planning process.
### Regional Trends & Issues Timeframe

**Provide an opportunity for LUGs in the region to learn through convenings and research.**

#### Regional Trend Leaders: Senior Planners

<table>
<thead>
<tr>
<th>Complete by</th>
<th>Regional Trends Monthly Tasks</th>
</tr>
</thead>
</table>
| ✓ November        | - Planners will annually develop and implement a regional survey about LUGs trends and issues  
|                   | - Implement broader survey every five years to coincide with five-year assessment (completed by Dec 31, 2021)                                                                                                               |
| ✓ December/January| - Sr planners will compile results and share with all staff  
|                   | - Sr planners will facilitate a discussion with planners to develop preliminary ideas on what we could do in each high priority area, as determined by the regional survey, for the purpose of providing a starting point for the board discussion in February |
| □ February        | - Sr planners will present findings to UMVRDC board with preliminary ideas from staff  
|                   | - Planners will facilitate small group sessions with the board to develop ideas for education, convening or research based on survey findings and preliminary staff ideas with the focus being “what can the UMVRDC do about this issue”  
|                   | - Planners will debrief about the results of the board meeting, in order to capture ideas, observations or further suggestions to be considered                                                                                       |
| □ March           | - Executive Director and sr planners review ideas from staff debrief and board meeting and use the screening questions to prioritize top one or two ideas (depending on budget and time requirement needed for top priorities) for next fiscal year  
|                   | - Assign staff team to **draft** workplan and budget for idea implementation  
|                   | - Workplan team presents draft workplan to all planners to add & edit  
|                   | - Workplan team reviews draft workplan with Executive Director                                                                                                           |
| □ May             | - Workplan team shares draft workplan with board asking for comments on final draft  
|                   | - Workplan team finalizes workplan, budget and time allocation  
|                   | - Workplan team reviews draft workplan with Executive Director and finance department for inclusion in budget                                                                                                             |
| □ June            | - Workplan team seeks preliminary approval of Regional Trends & Issues workplan(s) from UMVRDC board                                                                                                                              |
| □ July            | - Final Regional Trends & Issues workplan approval by UMVRDC at annual meeting                                                                                                                                                    |
**Issue 1: Childcare Accessibility & Affordability**

**Project Idea #1: Workshop for LUGs**
- Present the following:
  - Case studies
  - Counties and other specific entities, success and failures
  - SWIF and other entities projects working towards addressing this issue
  - Policy panel/presentation
- **Audience and goal:** LUGs, to educate all about what proactive work has been done and what is happening now. Hear what has been going on in our region

**Project Idea #2: Workshop for Providers**
- Provide a place for providers to discuss policy and barriers to elected officials.
- **Audience and goal:** Providers, Legislators and local policy makers to hear and find ways to address barriers.

**Project Idea #3: Outreach to employers**
- Create materials to give employers ideas on what they can do.
- **Audience and goal:** Employers, help them determine how they can increase childcare options for their employees.

---

1. Which of these project ideas addresses the issue most appropriately?

2. What makes this project idea worthwhile? What would get you to come to a session/use this resource?

3. How well does this project idea address the issue identified?

4. How appropriate is it for the UMVRDC to address this issue? Who else is working on this?
Issue 2: **Workforce Recruitment**

Project Idea #1: **Convene with employers, research**

- Coordinate discussions between employers. (Continue conversations started by Get Rural)
  - Work with employers to create/add to marketing package to hand out to others - cost of living, PW resources, broadband, great employee benefit packages
  - Encourage employers to utilize Prairie Waters resources to attract workforce.
  - Coordinate with local newspapers and employers to get local listings online.
  - Coordinate between employers and DEED labor analyst to conduct research analysis on the industries and careers in greatest demand in the region.
    - Collect/develop employer profiles and career support resources
    - Utilize on website, in Get Rural marketing efforts and strategize getting these materials to the potential workforce.
- Reach employers through a number of ways such as mailings, targeted visits to HR staff, and convening of HR staff
- Share results with LUGs in our region (electronic blasts, summary paper, etc)
- **Audience and Goal:** Work with employers to gather information to share with potential workforce and share information and research with LUGS.

Project Idea #2: **Research materials - LYFT**

1. Develop case studies of the LYFT Pathways projects in our region’s schools to help with promotion.
   - add to Prairie Waters website
   - add to LYFT Pathways website
   - add to school website
2. **Audience and Goal:** Materials will be for schools, students to learn about opportunities to work in our region.

1. Which of these project ideas addresses the issue most appropriately?

2. What makes this project idea worthwhile? What would get you to come to a session/use this resource?

3. How well does this project idea address the issue identified?

4. How appropriate is it for the UMVRDC to address this issue? Who else is working on this?
**Issue 3: Marketing/Promoting our Community/Area to Attract New Residents, Workers, Families and Visitors**

**Project Idea #1: Convening/Workshop – best practices**

a. Schedule a workshop to bring out Explore MN Tourism, U of M Tourism Center, Extension to talk about best practices and tools and tips for promoting your community

b. **Audience and Goal:** LUGS and Chamber of Commerce/CVB to get expert advice/tools and tips

**Project Idea #2: Convening of Chambers/CVB**

c. Work to bring together the chambers/CVBs together on a regular basis
d. **Audience and Goal:** LUGS and Chamber of Commerce/CVB to find ways to work together.

**Project Idea #3: Increase education of Prairie Waters**

e. Make sure all LUGs in our region know and utilize PW on their website.

---

1. Which of these project ideas addresses the issue most appropriately?

2. What makes this project idea worthwhile? What would get you to come to a session/use this resource?

2. How well does this project idea address the issue identified?

3. How appropriate is it for the UMVRDC to address this issue? Who else is working on this?
Issue 4: Improved Broadband Accessibility

Project Idea #1: Convening/Workshop
- Bring reps from the DEED Office of Broadband and USDA to our region to share resources, tools and tips for improving broadband
- Host a regional panel of counties and cities who have made improvements for their community broadband
- **Audience and Goal:** LUGS to learn about ideas from other communities.

Project Idea #2: Research and Outreach – examples from communities
- Conduct an outreach effort to promote examples from the MN Broadband Coalition, Blandin, and DEED showing how communities across MN have improved their broadband.
- Create and distribute case studies of cities utilizing other media resources to get broadband.
- **Audience and Goal:** LUGS to learn about ideas from other communities.

---

1. Which of these project ideas addresses the issue most appropriately?

2. What makes this project idea worthwhile? What would get you to come to a session/use this resource?

3. How well does this project idea address the issue identified?

4. How appropriate is it for the UMVRDC to address this issue? Who else is working on this?
Issue 5: Road/Bridge Planning or Funding

Project Idea #1: Research project - transportation funding needs in our region
- Research our region’s comprehensive transportation needs
- Present these finding to legislators
- **Audience and Goal:** Work with LUGS to create comprehensive list of needs and work to communicate these needs to those who determine funding.

Project Idea #2: Convene with MnDOT and policy makers
- Schedule meeting/workshop/convening with MnDOT about how LUGs can be planning for and looking for funding tools for local road and bridge projects
- Brainstorm local funding options for roads and bridges
- **Audience and Goal:** Audience is our LUGs and the goal is to give them resources and education on how best to fund their transportation project.

Project Idea #3: Presentation by county engineers
- Work with county engineers to present on how and why they develop 5-year plans.
- **Audience and Goal:** This would be to provide information to local cities and townships about how to plan for road and bridge funding.

Project Idea #4: Research project – Capital Improvements Plan (CIP)
- Work with engineering firms to develop road and bridge CIP process
- **Audience and Goal:** This would be to provide information to local cities and townships about how they can benefit from a CIP

Project Idea #5: Research project – Comp plan
- Research and develop transportation comp plan chapter best practices
- **Audience and Goal:** This would be to give LUGs a template chapter for transportation best practices that can be inserted in their comp plan.

1. Which of these project ideas addresses the issue most appropriately?

2. What makes this project idea worthwhile? What would get you to come to a session/use this resource?

3. How well does this project idea address the issue identified?

4. How appropriate is it for the UMVRDC to address this issue? Who else is working on this?
**Issue 6: Demolition of Dilapidated Housing & Commercial Properties**

**Project Idea #1: Convene/workshop - demo program**
- Get all our region’s counties together to discuss Demo program
  - Share case studies
- **Audience and Goal:** This would focus on counties and interested cities to determine how best a demo program would work in their county.

**Project Idea #2: Convene/workshop - Housing workshop follow-up**
- Review notes from Jan 2019 and develop follow up workshop
- Follow up on local ordinances and enforcement best practices and develop case studies on these
- **Audience and Goal:** This would continue from our first workshop set for elected official and staff of LUGs and would continue conversations and follow up with additional information.

**Project Idea #3: Research options for demo funding**
- Work with USDA regional fund to determine how our region can utilize funds for demolition (might be doing as part of our New Initiative process)
- Research how to integrate SCDP demo eligibility
- **Audience and Goal:** This would research and connect with agencies to develop ideas and resources that we would then share with our LUGs.

**Project Idea #4: Convening with housing agency stakeholders**
- Get all agencies that work with housing together to discuss issues, ideas and solutions
  - SWMHP, MHP, MHFA, GMHF, USDA, HRAs
- **Audience and Goal:** This would research and connect with agencies to develop ideas and resources that we would then share with our LUGs.

1. Which of these project ideas addresses the issue most appropriately?

2. What makes this project idea worthwhile? What would get you to come to a session/use this resource?

3. How well does this project idea address the issue identified?

4. How appropriate is it for the UMVRDC to address this issue? Who else is working on this?
RDC BOARD MINUTES
Upper Minnesota Valley Regional Development Commission
Appleton Civic Center
January 28, 2020

Board Members Present: Jeff Olson, Diane Kepner, Gary Johnson, Jim Schmaedeka, Roy Marihart, Carrie Bendix, Jay Backer, Jim Dahlvang, Lucas Olson, Warren Rau, Mark Bourne, Gene Bies, Chuck Swanson, Dawn Regnier Jim Curtiss, Bill McGearry, Michele Backer

Board Members Absent: Gene Stengel, Amanda Luepke, Rusty Dimberg, Gary Hendrickx, Brett Buer

Guests: none

Staff Present: Dawn Hegland, Jackie Sigdahl, Matt Moe, Laura Ostlie, Chad Kingstrom, Kristi Fernholz

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

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

Round Robin Discussion:
• Gary Hendrickx, Swift County: absent
• Jay, Big Stone County: Working with the DNR on a high-water issue. Approved the Pomme de Terre water plan.
• Gary Johnson, Yellow Medicine County: A new Veteran’s Service officer has been hired-will begin mid-February. After much discussion, the Clarkfield gym will be demolished. Finished with two union negotiations.
• Rusty, Big Stone County Townships: absent
• Brett, Dawson/Boyd Schools: absent
• James, Chippewa County Townships: passed
• Jim, Chippewa County: County engineer is retiring end of year. Tax abatement on 30-unit housing.
• Mark, LqP County Townships: passed
• Jeff, LqP County Municipalities: Street project for part of the city is being scheduled. PURIS is working on former AMPI building.
• Warren, Swift County Townships: passed
• Roy, LqP County: Union negotiations for courthouse staff and highway department staff are ongoing.
• Gene Stengel, Yellow Medicine County Townships: absent
• Amanda, City Administrator: absent
• **Diane, Prairie Five CAC, Inc:** New website is up and running. Tax clinics are being held. Considering new voting options.

• **Gene Bies, Yellow Medicine County Municipalities:** passed

• **Bill McGeary, Benson Schools:** 53 students qualified for BPA state convention. New 3D printer at performing arts center. Passed a resolution for a new referendum on $1.5M gymnastics gymnasium.

• **Lucas Olson, Swift County Municipalities:** Strategic Planning for staff was recently held – figuring out best way to use the Excel dollars. Hospital merging with

• **Dawn R, MnWest Community & Technical College:** Spring semester is in full swing and going well.

• **Carrie, Private Industry Council:** A Workforce Development Quorum is scheduled for Friday, February 28th in Granite Falls at MnWest.

• **Jim C, Chippewa County Municipalities:** passed

• **Chuck, Upper Sioux Community:** passed

• **Michele, Big Stone County Municipalities:** Attaining cable quotes.

1. **Action Items**
   a. **Loan Advisory Board Recommendation**
      EDA proposed recommendations to the current loan plans will allow for more flexibility along with identifying the new reporting requirements within each plan. The size of a loan could be as high as $200,000 out of each account, if all requirements were met.

      **M/S/P** – Jay Backer, Mark Bourne made motion to approve the update to the Revolving Loan Fund Plan for both loan accounts.

   b. **LQPV Hedgehog Request**
      They are requesting assistance for writing a SRTS Engineering grant application for engineering services at the Appleton and Madison campuses. Total contract cost is $2000.

      **M/S/P** – Jeff Olson, Jay Backer made motion to fully fund the hedgehog grant application request of $1000.

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. **Mileage Rate Update** – The new IRS mileage rate effective January 1, 2020 is $.57.5 per mile.

3. **Discussion Items**
   a. **February Meeting**
      Discussion held on changing the February meeting date because the MN Legislative Conference that begins the following morning, which affects a few board members. It was decided the meeting will take place as regularly scheduled on February 25th.
b. Cost of Living Adjustment
The BOD personnel committee has recommended a 2.45% COLA increase. This is the average across all 5 counties.

M/S/P – Jim Dahlvang, Roy Marihart made motion to approve a 2.45% cost of living adjustment for all staff effective January 1, 2020.

c. Policy Revisions
Policy revisions were presented and reviewed. The BOD personnel committee has recommended approval.

M/S/P – Michele Backer, James Schmaedeka made motion to approve the UMVRDC Personnel Policy and Financial Policy Revisions.

d. Health Savings Account Contribution
The BOD personnel committee has recommended keeping the agency HSA contribution the same to employee HSA and VEBA accounts.

M/S/P – Jay Backer, Michele Backer made motion to approve the recommendation of agency HSA contribution of $1600 for single coverage and $3200 for family coverage for calendar year 2020 effective January 1\textsuperscript{st}. Employees not on our health plan will receive a contribution to a VEBA account for $1600.

e. Executive Director Performance Evaluation
The annual performance evaluation was completed by 17 out of 22 commission members. The BOD personnel committee reviewed the results. It was included for all to review.

M/S/P – Jim Dahlvang, Jim Curtiss made motion that the evaluation was reviewed and approved. Dawn will see an increase through the retention pay and COLA.

f. Organizational Restructuring
Discussion made on the consultant report from the organizational strategic planning. The goal is to address items such as structure, total rewards, succession planning/talent review and organization of the future.

M/S/P – Jay Backer, Warren Rau made motion for authorization to move forward with a plan to restructure the UMVRDCs staffing and compensation structure. This includes getting price quotes from consulting firms.

g. Staffing
Recommendation to make two reclassifications and one one-time payout adjustment. Discussion made and action was taken separately.

M/S/P – Bill McGeary, Mark Bourne made motion to reclassify Matt Moe to Division Director, Finance Level II, Step 6.

M/S/P – Mark Bourne, Lucas Olson made motion to reclassify Kristi Fernholz to Division Director, Planning Level II, Step 9.
M/S/P – Michele Backer, Jim Curtiss made motion to approve a one-time $2500 payout to Melissa Streich for taking on supervisory responsibility over the last year. The directive also includes that this action does not set a precedent for future situations and that the board becomes aware of staffing changes, in regards, to responsibility beforehand not after. Opposing was Jim Dahlvang.

h. Emergency Executive Director Succession Plan
Development of an emergency procedure for the Executive Director position, in the event, that individual is not able to work due to a crisis. The BOD personnel committee is recommending adoption of plan.

M/S/P – Jay Backer, Michele Backer made motion to approve the UMVRDC Emergency Succession Plan for the Executive Director position.

i. BOD Personnel Committee Minutes
The annual BOD personnel committee met to discuss several topics.

M/S/P – Jay Backer, Bill McGeary made motion to approve the BOD personnel committee minutes from January 22, 2020.

New Employee Benefit Considerations were reviewed and discussed separately.

- Retain the hiring bonus and extend the retention pay policy to be extended after its expiration next year to a every 2-year retention pay. These will remain lump sum payouts and are not increases to base salary.
- Allow summer hour policy that would include closing the office at 2:30pm on Fridays between Memorial Day and Labor Day. Staff could choose to use accrued time or work a flexible schedule that week.
- Amend the agency’s severance policy:
  - 1 through 2 years of service: nothing
  - 3 through 5 years of service: 5% of accumulated sick leave
- For employees with more than 5 years of service the following will be transferred to the MN State Retirement System’s (MSRS) Health Care Saving Plan (HCSP)
  - Any accrued vacation time due the employee: (max of 192 hrs)
  - Any unused sick leave on the following bases: (max of 800 hrs)
    - 6 through 10 years of service: 10% of accumulated sick leave
    - 11-19 years of service: 20% of accumulated sick leave
    - 20 or more years of service: 30% of accumulated sick leave
- Implement a matching incentive for employee retirement investing:
  - A 2% match by the commission of employee’s contributions to the MN Deferred Compensation or Roth 457b contributions. This cannot exceed one-half of the available elective annual deferral per year per employee under the Internal Revenue Code (currently $9500 for those under 50 and $12,500 for those over age 50).
- Allow employees to use payroll deduction for contributions to college 529 savings plans and add a onetime matching contribution of $100 per employee.
- Increasing life insurance coverage from $10,000 to $25,000 per employee.
M/S/P – Jay Backer, Mark Bourne made motion to approve and accept all new employee benefits except for the summer hour policy. Opposing was Lucas Olson.

4. **Consent Agenda**
   a. Minutes from November 2019
   b. November & December 2019 Treasurer’s Report and Board Payment Listings
   c. RLF Treasurer’s Report
   d. MN Pay Equity Report
   e. NADO Policy Conference
   f. LQPV SRTS Engineering Contract
   g. Dawson MNHS – Roof Implementation Contract
   h. Byway MNHS Tear Map 01 Grant Contract
   i. City of Clara City DEED RGP Contract
   j. City of Benson Technical Assistance Contract
   k. FY20 Budget Revision

M/S/P – Jay Backer, Warren Rau made motion to accept and approve the Consent Agenda items in one motion as follows:

- Approval of the minutes from November 2019
- Approval of the November & December 2019 Treasurer’s Report and Board Payment Listings 20866-20941 and all ACHs transactions
- Approval of the RLF treasurer’s report
- Authorization to approve the 2020 Pay Equity Report for submission to the MN Office of Management and Budget
- Approve out of state travel for executive director to attend the NADO policy conference
- Approval of the contract with LQPV School District to write the SRTS Engineering Grant application
- Approval of the signature on the $3200 contact with the City of Dawson to implement a Minnesota Historical Society Historical and Cultural Grant
- Approval of the signature on the $10,000 contract to be a Byway Project Manager for the MRVNSB Minnesota Historical Society Grant
- Approval to sign the contract for $2500 with Clara City to assist with planning, developing and authoring MN DEED Redevelopment Grant & Demolition Loan Program application
- Authorization to approve the contract with the city of Benson for technical assistance at a rate of $80 an hour
- Approval of the budget revision for FY20

**Adjournment**
Motion made by James Schmaedeka, Carrie Bendix at 8:22pm. 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: February 25, 2020
RE: January 2020 Treasurer’s Report & Payment Listing

Attached is the treasurer’s report for January 2020. 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 January 2020.

ACTION REQUESTED:
For the Commission to approve the January 2020 Treasurer’s Report, and Board Payment Listing with all checks (check # 20942–20975) and all ACH transactions.
## UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION

### Revenue & Expense Report

<table>
<thead>
<tr>
<th>FY20 Revised Budget</th>
<th>Current January</th>
<th>YR-To-DT January</th>
<th>Percent of Budget</th>
</tr>
</thead>
</table>

### Agency Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>FY20 Revised Budget</th>
<th>Current January</th>
<th>YR-To-DT January</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest</td>
<td>6,500</td>
<td>2,316</td>
<td>8,319</td>
<td>128%</td>
</tr>
<tr>
<td>Levy</td>
<td>321,500</td>
<td>6,811</td>
<td>153,509</td>
<td>48%</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>Granite Falls TAP Application</td>
<td>(4,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>LQP SRTS Engineering Grant</td>
<td>(1,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SCDP App - Appleton</td>
<td>(5,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SCDP App - Clara city</td>
<td>(5,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Swift County OHV Park</td>
<td>(5,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Match Fiscal Year 20 - will reduce as matched to contracts below

<table>
<thead>
<tr>
<th>Description</th>
<th>FY20 Revised Budget</th>
<th>Current January</th>
<th>YR-To-DT January</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<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>Potential grant match</td>
<td>(10,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>5,000</td>
<td>3,772</td>
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<td>75%</td>
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### Ongoing Program Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>FY20 Revised Budget</th>
<th>Current January</th>
<th>YR-To-DT January</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA Planning Grant</td>
<td>70,000</td>
<td>-</td>
<td>35,000</td>
<td>50%</td>
</tr>
<tr>
<td>Meander</td>
<td>36,500</td>
<td>2,400</td>
<td>28,585</td>
<td>78%</td>
</tr>
<tr>
<td>Prairie Waters / Get Rural ( $20,000 FY20 Match)</td>
<td>157,935</td>
<td>3,782</td>
<td>57,740</td>
<td>37%</td>
</tr>
<tr>
<td>Revolving Loan Fund Admin ( Includes 10,000 FY 20 Match)</td>
<td>56,000</td>
<td>-</td>
<td>7,231</td>
<td>13%</td>
</tr>
<tr>
<td>Transportation Planning Grant 20 ( includes 13,235 FY20 Match)</td>
<td>88,235</td>
<td>-</td>
<td>37,500</td>
<td>43%</td>
</tr>
</tbody>
</table>

### Local Contract Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>FY20 Revised Budget</th>
<th>Current January</th>
<th>YR-To-DT January</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Contracts needed</td>
<td>68,110</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Technical Assistance

<table>
<thead>
<tr>
<th>Description</th>
<th>FY20 Revised Budget</th>
<th>Current January</th>
<th>YR-To-DT January</th>
<th>Percent of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleton MNHS Byway</td>
<td>10,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Benson TA Contract</td>
<td>42,240</td>
<td>6,810</td>
<td>-</td>
<td>16%</td>
</tr>
<tr>
<td>Blandin IT Connect</td>
<td>1,559</td>
<td>1,559</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>Dawson MHS Roof Replacement</td>
<td>1,700</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Granite Falls Memorial Park</td>
<td>5,240</td>
<td>566</td>
<td>555</td>
<td>11%</td>
</tr>
<tr>
<td>Kerkhoven Comp plan (Includes $5,000 FY19 HH)</td>
<td>12,120</td>
<td>2,260</td>
<td>2,260</td>
<td>19%</td>
</tr>
<tr>
<td>Macray Safe Routes to School</td>
<td>23,439</td>
<td>-</td>
<td>-</td>
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<td>Maynard Museum</td>
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### Grant Writing and Administration

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<th>YR-To-DT January</th>
<th>Percent of Budget</th>
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**Pass-Thru Revenue (not included above)**

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UMVRDC Secretary/Treasurer   Date | UMVRDC Executive Director | Date
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<td>ACH</td>
<td>1/31/2020</td>
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<tr>
<td>ACH</td>
<td>1/31/2020</td>
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<td>dependent care flex</td>
</tr>
</tbody>
</table>

**Total Checks/ACH payments** 129,402.87

---

**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>

---

**January 2020 Check/ACH Listing**
ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Community Development Planner

DATE: February 25, 2020

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.

January 2020 Transaction Notes:
- None

ACTION REQUESTED:
To approve the UMVRDC’s January 2020 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: $362,206.69 (Original RLF) and $114,024.54 (Disaster RLF).
### Loan Closed

<table>
<thead>
<tr>
<th>Borrower</th>
<th>Original RLF Amount</th>
<th>Disaster RLF Amount</th>
<th>Interest Rate</th>
<th>Term (years)</th>
<th>Loan Closed</th>
<th>Notes</th>
<th>January Payments</th>
<th>Drivinal RLF Balance at 1/31/20</th>
<th>Disaster RLF Balance at 1/31/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Hive Supper Club</td>
<td>40,000</td>
<td></td>
<td>5.00%</td>
<td>5</td>
<td>9/14/2018</td>
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<td>$316,32</td>
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<td>Mt Mason Mercantile</td>
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<td>1/21/2011</td>
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<td>7</td>
<td>3/29/2018</td>
<td></td>
<td>$970.12</td>
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<td>Appleton Power</td>
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<td></td>
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<td>$404.98</td>
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<td>1/5/2012</td>
<td></td>
<td>$466.73</td>
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<td>Bd Bar &amp; Grill</td>
<td>40,000</td>
<td></td>
<td>5.50%</td>
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<td>10/5/2018</td>
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<td>$435.11</td>
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<td>$3,923.06</td>
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<tr>
<td>Jagers I Stop</td>
<td>20,000</td>
<td></td>
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<td>5</td>
<td>3/1/2018</td>
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<td>$373.86</td>
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<tr>
<td>The Dryer Doctors Inc</td>
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<td></td>
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<td>2/27/2010</td>
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<td>$759.72</td>
<td>$1,441.08</td>
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<tr>
<td>KEC of Granite Falls DBA Picht's</td>
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<td></td>
<td>4.00%</td>
<td>10</td>
<td>5/26/2016</td>
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<td>7/24/2019</td>
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<td>SEWearable Designs (2)</td>
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<td>$633.93</td>
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<td>4.50%</td>
<td>10</td>
<td>8/14/2017</td>
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<td>$352.87</td>
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<td>$2,049.75</td>
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</table>

**Total Original RLF Funds:** $1,228,286.51

**Total Disaster RLF Funds:** $517,887.27

### Balance of Bank Accounts

- **Previous month's bank balance:** $395,595.87
- **Loan Repayment:** $14,362.73
- **Loan Disbursement:** $5,533.97
- **January 20 - Bank Interest:** $208.09
- **Admin Transfer:** $56.85
- **Origination or Loan Payoff Fees:** $640.03
- **Bank Account Balance at 1/31/20:** $410,166.69

- **Devo's Paint and Body Bank Account Balance at 1/31/20:** $114,024.54

**Balance available for lending:** $362,206.69

**Balance available for lending:** $114,024.54

---

**UMVHD Secretary Treasurer:**

**UMVHD Executive Director:**
ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Chad Kingstrom, Community Development Specialist

DATE: February 25, 2020

RE: MACCRAY Safe Routes to School Contract Amendment

Following the results of the MACCRAY School District referendum in November that led to a decision to consolidate the three campuses into one campus in Clara City, MnDOT has reduced our contract amount based on staff recommendations. The plan will now primarily focus on the Clara City location with reduced emphasis on the Maynard and Raymond community. The contract reduction reflects this reduction in the scope of the project.

ACTION REQUESTED:
Authorize the Executive Director’s signature on the MACCRAY Safe Routes to School contract amendment.

Encl.
AMENDMENT #1 2019 SAFE ROUTES TO SCHOOL PROGRAM GRANT AGREEMENT
Contract # 1035016

| Contract Start Date: | August 19, 2019 | Original Contract Amount: | $35,170.50 |
| Orig. Contract Exp. Date: | June 30, 2020 | Prev. Amendment(s) Total: | N/A |
| Amended Exp. Date | N/A | Current Amendment Amount: | N/A |
| | | Current Contract Total | $35,170.50 |

Project Identification: 2019 Safe Routes to School Program Grant Agreement #1035016
State Project (SP): N/A Trunk Highway #: N/A
CFDA #: N/A

This amendment is by and between the State of Minnesota, acting through its Commissioner of Transportation (“State”) and Upper Minnesota Valley Regional Development Commission, a governmental entity (Recipient).

Recitals

1. The State has a Grant Agreement with Recipient identified as MnDOT Contract Number 1035016 (“Original Contract”) to disburse General Funds under Minnesota Statutes, Section 174.40, subdivision 3(b) for non-infrastructure activities in the Safe Routes to School (SRTS) program established in Minnesota Statutes §174.40.

2. Amendment #1 is to update Exhibit 1 to revise the Estimated Planning Assistance Budget information as reflected in Exhibit 1A and to replace the Estimated Planning Assistance Budget in Exhibit II, Scope of Work.

3. The State and the Recipient are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment #1, deleted contract terms will be struck out and the added contract terms will be underlined.

REVISION 1. Article 3 Section 3.2.1 “Availability of State Funds” is amended as follows:

STATE retains the sole and exclusive right to determine the amounts of state funds available for payment to RECIPIENT under the terms of this Grant Agreement. The total obligation of the STATE for all compensation and reimbursements to RECIPIENT shall not exceed the amount provided in the document Financial Assistance, which is attached and incorporated into this Grant Agreement as Exhibit 1 Exhibit 1A.

REVISION 2. Exhibit II- Estimated Planning Assistance Budget is deleted in its entirety and replaced with the following:
### Estimated Planning Assistance Budget

The following budget is an estimate, the Scope of Work may be changed upon prior written approval by STATE. Total costs must not exceed the contract maximum.

<table>
<thead>
<tr>
<th>Independent School District # 2180</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACCRAY School District</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>$32,640.00</td>
</tr>
<tr>
<td>Technical Assistance</td>
<td>$1,600.00</td>
</tr>
</tbody>
</table>

**(These costs are not separated by school)**

| Supplies                        | $350.00   |
| Travel costs                    | $580.50   |
| **Total Budget (not to exceed)**| **$35,170.50** |

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

*THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.*
GRANTEE
The GRANTEE certifies that the appropriate person(s) have executed the contract on behalf of the GRANTEE as required by applicable articles, by laws, resolutions, or ordinances.

By:  
Title:  Executive Director  
Date:  

AND

By:  
Title:  
Date:  


2. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: N/A
Date: N/A
PO No.: N/A

3. DEPARTMENT of TRANSPORTATION

By: 
Title: Office or Program Director, Office of Transit and Active Transportation
Date: 

4. OFFICE of FINANCIAL MANAGEMENT – GRANT UNIT

By: 
Title: Agency Grant Supervisor/OR Designee
Date: 

5. OFFICE of CONTRACT MANAGEMENT

By: 
Title: MnDOT Contract Administrator
Date: 

## Financial Assistance

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Upper Minnesota Valley Regional Development Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number</td>
<td>Amendment #1 to # 1035016</td>
</tr>
<tr>
<td>Contract Type or Program</td>
<td>State General Funds - Safe Routes to School</td>
</tr>
</tbody>
</table>

### Project Description: Planning Assistance Grant: Grant to complete SRTS Plans for MACCRAY School District

<table>
<thead>
<tr>
<th></th>
<th>Planning Assistance Grant: Grant to complete SRTS Plans for MACCRAY School District</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Original Contracted Amounts</td>
</tr>
<tr>
<td>Federal Total Amount</td>
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</tr>
<tr>
<td>Federal Share - 0%</td>
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</tr>
<tr>
<td>State Total Amount (Not to exceed)</td>
<td>$35,170.50</td>
</tr>
<tr>
<td>State Share - 100% (Not to exceed)</td>
<td>$35,170.50</td>
</tr>
<tr>
<td>Local Share Amount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Local Share - 0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

EXHIBIT IA
RESOLUTION
#19-05
SRTS Planning Assistance Grants

WHEREAS, the Upper Minnesota Valley Regional Development Commission (UMVRDC) is the designated regional transportation agency for Region 6W; and

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program assists schools and communities by making it safer for children to walk and bike to school; and

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program solicits application to enable school and communities to implement Safe Routes to School planning activities; and

WHEREAS, the UMVRDC was awarded planning funds to provide planning assistance to local communities to develop Safe Routes to School plans that increase safety and encourage more children to walk and bicycle to school; and

WHEREAS; No local match funding is required; and

WHEREAS; planning will commence after the contract is finalized through June 30th, 2020.

THEREFORE, BE IT RESOLVED:
1. That the UMVRDC Board of Commissioners authorizes the Executive Director to enter into an agreement with the Minnesota Department of Transportation to complete Safe Routes to School plans.
2. That the Executive Director is authorized to execute such Agreement and any amendments without further approval by the UMVRDC Board of Commissioners.

Adopted this 8th day of July 2019 (month and year)

ATTEST:
Chairperson, UMVRDC

Secretary/Treasurer, UMVRDC
ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Community Development Planner

DATE: February 25, 2020

RE: Lac qui Parle County RLF Administration Contract

Lac qui Parle County has requested assistance with administration of their acquired USDA, Revolving Loan Fund. The RLF is currently being administered through the UMVRDC, and this will allow for continued streamlined servicing and reporting.

The rate of the contract will be invoiced at $80 per hour and additional charges such as postage, copies, mileage, annual software subscriptions, legal fees, etc. Staff for the contract will be Laura Ostlie.

ACTION REQUESTED:
Approve and authorize the Executive Director's to sign the contract agreement with Lac qui Parle County to administer their revolving loan fund.

Encl.
CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and
LAC QUI PARLE COUNTY
FY20-17

This Contract is by and between the COUNTY OF LAC QUI PARLE, MINNESOTA, hereinafter referred to as the COUNTY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMVRDC.

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

SECTION I. DESCRIPTION OF UMVRDC SERVICES

A. Serve as the primary contact for USDA in the establishment and ongoing administration of the loan fund.

B. Complete required annual USDA reporting

C. Coordinate, discuss, and evaluate applications with potential borrowers

D. Maintain secure electronic files of all loans and provide original paper loan files to the COUNTY

E. For all loan requests, complete the following for the COUNTY
   a. Prepare and provide loan review packet prior to loan review committee meeting
   b. Present loan packet to loan review committee

F. Provide the COUNTY’s primary contact a RLF loan activity summary and treasurer’s report on a quarterly basis.

G. Coordinate the legal and administrative activities required for loan closings, including completing all loan fund disbursement requests to USDA
H. Provide loan portfolio monitoring which consists of collecting and managing current documentation for loans including:
   a. Insurance
   b. UCC filings
   c. Property taxes
   d. Request of annual financial statements

I. Tracking of payments
   a. Posting payments into loan software
   b. Provide borrowers with year-end financial documentation
   c. Facilitate the initiation of ACH payments into COUNTY’S bank account

J. Notify the COUNTY’s primary contact in the event of any loan client missed payments

SECTION II. DESCRIPTION OF COUNTY’S RESPONSIBILITIES

The COUNTY agrees to:

A. Acknowledge that providing these services does not guarantee that the RLF will not experience loan defaults or unrecoverable losses.

B. Appoint a primary contact for this project. That person is

   Name/Title: Richard Stulz, EDA Director
   Phone: 320-598-7578
   Email: rick.stulz@lqpco.com

C. Provide the UMVRDC with documents as requested for the establishment and maintenance of the loan fund

D. Maintain bank account for loan fund and manage all bank transactions

E. Approve or deny all loan requests

F. Maintain original paper loan files in a secured location

G. Provide the UMVRDC with documentation as needed to properly manage the loan fund including but not limited to the following:
   a. Monthly bank statements
   b. ACH notifications
   c. A check for any approved loan prior to the scheduled closing
H. Pay for all direct costs including but not limited to:
   a. mileage
   b. copies
   c. annual accounting software subscription
   d. postage
   e. legal fees

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

SECTION III. CONTRACT PERIOD

A. This Contract is effective from January 1, 2020 to December 31, 2020.

B. The Contract may be amended upon approval by both the UMVRDC and the COUNTY.

SECTION IV. COMPENSATION FOR SERVICES

A. The UMVRDC will be compensated by December 31, 2020 for the annual accounting software subscription of $400

B. The UMVRDC will be compensated $80/hr for services provided in Section I of this Contract.

C. The UMVRDC will provide the COUNTY with an invoice and summary of services on a semiannual basis, June 30, and December 31st.

SECTION V. GENERAL PROVISIONS

A. Changes in UMVRDC Services
   In the event the COUNTY requests additional service from that described in the Section I, and such services are to be completed by the UMVRDC, the UMVRDC shall be entitled to additional compensation as agreed to by both the UMVRDC and CITY. The Contract shall be amended, or a new contract shall be created to reflect additional services and compensation.

B. Hold Harmless
   The County agrees to defend, indemnify and hold UMVRDC, its employees and officials harmless from any claims, demands, action, or causes of action, including reasonable attorney fees and expenses arising out of any act or omission on the part of the COUNTY, its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed of furnished by the vendor or the subcontractors, partners or independent
contractors or any of their agents or employees under the agreement.

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

In the event of termination, the COUNTY 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 COUNTY, 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 COUNTY hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

__________________________________________
EXECUTIVE DIRECTOR
Upper Minnesota Valley
Regional Development Commission

Title: ________________________________

__________________________________________
Authorized Official

Date: ________________________________

__________________________________________
Date of UMVRDC Board Approval

Authorized Official

Title: ________________________________

Date:
CONSENT MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz and Kirk Bustrom, Senior Planners
DATE: February 25, 2020
RE: Hagstrom Engineering Landscape Architecture Subcontract

As part of our contract with Swift County to complete the Swift County OHV Park Master Plan, the UMVRDC would like to subcontract with Hagstrom Engineering for landscape architectural services. Hagstrom Engineering will complete the mapping, drawings and design concepts that are required for the Master Plan. This is the same proposal that was part of the contract that was approved November 26, 2019.

The total amount of this subcontract is $9,400 and will be paid through our contract #FY20-10 with Swift County.

ACTION REQUESTED:
Authorization for the Executive Director to sign the subcontract agreement with Hagstrom Engineering landscape architectural services.
THIS AGREEMENT is made and entered into by and between the Upper Minnesota Valley Regional Development Commission (UMVRDC) and Hagstrom Engineering (Consultant).

WHEREAS, the UMVRDC is in need of professional landscape architectural services;

WHEREAS, the UMVRDC selected Hagstrom Engineering to be the Consultant to perform these services.

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, UMVRDC and Consultant agree as follows:

I. TERM

This agreement shall be effective starting on the last date of execution by the parties and shall continue in effect until June 30, 2021, or until the UMVRDC feels the Consultant’s obligations as stated herein have been provided or until this agreement is terminated by either the UMVRDC or Consultant, whichever comes first.

II. CONSULTANT OBLIGATIONS (see Attachment #1)

- Conduct a site visit to assess existing conditions. Take photos for Master Plan.
- Create general maps for plan: location map, regional context map and base map for development projects.
- Attend Committee meeting #2. Meeting will be organized by UMVRDC (first meeting will be an intro meeting and meeting to determine public process/survey)
  - Review research completed
  - Refine core public values based on survey
  - Identify development features, issues and opportunities and key outcomes for the park. Utilize survey
  - Identify future acquisition opportunities if there are any.
  - Visit the park with the committee and draw on the map as needed
- Research and create a list of all potential improvements and developments for the Swift County OHV Park with cost estimates and any potential funding resources.
- Attend Committee meeting #3. Meeting will be organized by UMVRDC
- Review and finalize Vision/Goals/Objectives
- Present recommendations with the Landscape Architect
- Determine direction of the park based on recommended improvements.
- Begin prioritization

III. UMVRDC’S OBLIGATIONS

A. UMVRDC Contact for this Agreement

Kristi Fernholz  
323 West Schlieman Avenue  
Appleton MN 56208  
320-289-1981 x106 phone  
kristi.fernholz@umvrdc.org

B. The UMVRDC shall facilitate up to five meetings between Consultant and Swift County, provide findings and direction from park steering committee and documents that may be helpful to the Consultant in completing the project.

C. The UMVRDC and the Steering Committee will review all final products for content and accuracy of copy, graphics, maps, illustrations, and other information provided by the Consultant.

D. The UMVRDC will facilitate approvals by the Steering Committee to serve as a basis for the Consultant’s proceeding to the next planned activity.

E. The UMVRDC shall immediately notify the Consultant of any condition it or the Steering Committee observes which may adversely affect the completion and outcome of this project.

IV. PAYMENTS AND SERVICES

A. UMVRDC shall pay Consultant $9,400 for services provided in order to fulfill this Agreement. This is the Total Agreement Amount and the Consultant agrees that all services to be provided will be done so within the mutually agreed upon amount. It is understood that this includes mileage to the (3) meetings as listed and up to (5) color maps. Exceeding
these numbers will add to the cost the contract as listed in Exhibit A.

B. The UMVRDC agrees to pay for the “Scope of Services” according to the following schedule. Invoices shall be submitted monthly to the Client and based on a percent complete of the scope item or phase. The Client agrees to pay the Consultant within thirty (30) days.

a. Site Visit $960
b. Public Survey $380
c. Mapping $2,400
d. Committee Meeting #2 $1,200
e. Concept Plan Development $3,500
f. Committee Meeting #3 $960

TOTAL FEE: $9,400

C. Payments will be made after the Consultant’s deliverable from each step is approved by the UMVRDC and the Steering Committee and an invoice is provided for services performed.

V. GENERAL PROVISIONS

A. Independent Contractor: Nothing contained in this Agreement is intended or shall be construed as creating an employer-employee relationship between the UMVRDC and the Consultant. No tenure or any rights or benefits, including workers compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA or other benefits available to UMVRDC employees or UMVRDC-related representatives, shall accrue to Consultant or Consultant’s employees.

B. Merger and Modification: The entire project Agreement between the UMVRDC and Damon Farber, is contained herein. This project agreement supersedes all oral agreements and negotiations between parties. Any future modifications of this Consultant Agreement shall only be valid when they have been reduced to writing and submitted to all parties.

C. Termination: UMVRDC or Consultant may terminate this Agreement, with or without cause, upon written notice. Settlement of fees due to the Consultant shall be based on the hours of services performed at the date of termination.
D. Subcontracting and Assignment: Consultant shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of UMVRDC.

E. Responsibility for Damages Claims: Consultant shall indemnify and save harmless the UMVRDC and their officers and employees from all suits, actions, and claims of arising out of the negligent acts, errors or omissions of the Consultant.

F. Accuracy, Errors, and Omissions: Consultant agrees that all information provided to UMVRDC will be true and correct to the best of Consultant’s knowledge. UMVRDC is not liable for its use or dissemination of false or erroneous information, data or other materials provided by the Consultant.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

Hagstrom Engineering

By_________________________________  By_________________________________

Title_________________________________  Title_________________________________

Date_______________________________  Date_______________________________
August 2, 2019
Upper MN Valley Regional Development Commission
Attn: Kristi Fernholz
323 W Schleiman Ave.
Appleton, MN 56208
(320) 289-1981

RE: Appleton OHV Park Master Plan Mapping and Concept Planning - Appleton, MN

Dear Ms. Fernholz,

This letter has been written to define the fees associated with Master Plan Mapping and Concept Planning for the Appleton OHV Park in Appleton, MN. This scope of work is based on our meeting on 7/31/19 and an emailed request for services.

BASIS OF AGREEMENT

The following scope of services will be completed on the above referenced project with the assumption that Hagstrom Engineering (HE) will be receiving or has received the following information. This information will be used in fulfillment of the services provided under this agreement and was used in determining the “Scope of Services” and “Payment Schedule”:

a. Public Survey Data
b. Shapefiles of the Existing OHV Park Trail System.

2. SCOPE OF SERVICES:

a. Site Visit: HE will conduct a site visit to assess the existing condition of the park. HE will photograph existing park elements for the Master Plan.

b. Public Survey: HE will assist with the review of the final survey questions before public distribution.

c. Mapping: HE will create general maps for the Master Plan.
   1. Location Map: HE will prepare a Location Map to identify the park’s location within greater Minnesota.
   2. Regional Context Map: HE will prepare a Regional Context Map. This will include mapping the surrounding parks and trail systems.
   3. Base Map: HE will prepare a Base Map of the Appleton OHV park. This map will be used for development projects at the park and to identify opportunities and constraints at the park.
   4. Acquisition Map: HE will prepare a map showing a plan for future property acquisitions.

219 6th Avenue East, Alexandria, MN 56308
P: 320.759.0764 www.hagstromeng.com
d. **Committee Meeting #2:** HE will prepare for and attend UMVRDC’s committee meeting to coordinate the following items:

1. **Review Research Completed:** HE will coordinate with the committee regarding the research that has been completed.

2. **Review Public Survey Results:** HE will review public survey results.

3. **Refine Core Public Values:** HE will coordinate with the committee to identify the public’s core values for the park based on the survey data received. The core values will be reshaped in a Vision, Goals, and Objectives for the park.

4. **Preliminary Plan Outline:** By incorporating the findings of the survey, HE will work with the committee to identify:
   i. Development Features
   ii. Issues and Opportunities
   iii. Key Outcomes

5. **Identify Future Acquisition Opportunities:** HE will work with the committee to identify possible acquisition opportunities.

6. **Site Visit:** HE will visit the park with the committee. During this site visit, the maps will be reviewed, and recommended changes will be recorded for revision.

e. **Concept Plan Development:** HE will take the Committee’s findings from Committee Meeting #2:

1. HE will research and document potential improvements and developments for the park.

2. HE will develop a concept plan for the Appleton OHV park.

3. HE will prepare preliminary cost estimates for the potential improvements and developments based on the concept.

4. HE will investigate potential funding resources.

f. **Committee Meeting #3:** HE will prepare for and attend UMVRDC’s committee meeting to coordinate the following items:

1. Review and finalize the Vision, Goals, and Objectives of the park.

2. Present conceptual park master plan and recommendations for the park.

3. Determine direction of the park based on recommended improvements.

4. Begin the prioritization and phasing for the park.
3. EXCLUDED ITEMS (EXCEPT WHERE INCLUDED IN “SCOPE OF SERVICES”):

a. Construction Bidding or Administration services.
b. Distribution of public survey.
c. Summarizing results of the public survey.
d. Coordination and advertisement of committee and public meetings.
e. Engineering/Landscape Architecture Services incident to project scope changes beyond HE’s control.
f. Preparing documents for alternate bids or out-of-sequence services.
g. Providing Boundary Survey’s
h. Professional Licensed Survey work beyond the scope of this contract.
i. Outside Services including geotechnical, structural, traffic signalization or analysis, environmental, wetlands, and landscape architecture.
j. Providing more Client/Owner representation and/or observation at the site during construction other than those listed in services
k. Providing services in connection with future facilities, systems, or equipment, which are not intended to be constructed as a part of this project.
l. Design of off-site improvements.
m. Phasing of construction plans.
n. CLOMR/LOMR studies
o. Re-zoning map.
p. Permitting
q. Detailed Construction Cost Estimate
r. Irrigation Plans
s. Storm Water Pollution Prevention Plan (SWPPP)
t. Final Drainage Study and Report
u. Utility main design for Sanitary Sewer or Water
v. 3-D Renderings

4. PAYMENT SCHEDULE:

The Client agrees to pay for the “Scope of Services” according to the following schedule. Invoices shall be submitted monthly to the Client and based on a percent complete of the scope item or phase. The Client agrees to pay HE within thirty (30) days.

<table>
<thead>
<tr>
<th>HE Scope of Services</th>
<th>Estimated Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Site Visit</td>
<td>$960</td>
</tr>
<tr>
<td>b. Public Survey</td>
<td>$380</td>
</tr>
<tr>
<td>c. Mapping</td>
<td>$2,400</td>
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<td>d. Committee Meeting #2</td>
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</tr>
<tr>
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<td>$3,500</td>
</tr>
<tr>
<td>f. Committee Meeting #3</td>
<td>$960</td>
</tr>
</tbody>
</table>

TOTAL FEE: $9,400
5. REIMBURSABLE EXPENSES:

The Client agrees to pay HE for all reimbursable expenses incurred by HE, which are directly related to the performance of the Scope of Services. Reimbursable expenses shall be billed in accordance with Exhibit A.

6. ADDITIONAL SERVICES:

If it becomes necessary to change the Scope of Services or to perform services, which are not specifically defined herein, or to perform services more than once due to the Client or a consultant of the Client other than HE, these services shall be performed as an Additional Service or by a separate agreement.

HE shall obtain Client authorization prior to proceeding and shall invoice additional services on a monthly basis. HE and the Client may agree on a lump sum agreement or an hourly based agreement in accordance with Exhibit A.

If this proposal meets your approval, please let us know and we will proceed with preparation of our Agreement for Professional Services.

Thank you for the opportunity and we look forward to working with you.

Sincerely,

Hagstrom Engineering PLLC

Matthew R. Hagstrom
President

8/2/2019

date
Exhibit A

Schedule of Rates and Charges
January 2020

Hourly Rates

<table>
<thead>
<tr>
<th>Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
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<tr>
<td>Senior Project Manager</td>
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<tr>
<td>Project Manager</td>
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<td>Senior Project Engineer</td>
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<td>Project Engineer</td>
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<tr>
<td>Project Landscape Architect</td>
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<td>Engineer II</td>
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<td>CAD Technician II</td>
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<tr>
<td>CAD Technician I</td>
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<tr>
<td>Administrative Assistant</td>
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</tr>
</tbody>
</table>

Reimbursable Expenses

Reimbursable expenses for such things as printing, plotting, postage and handling, delivery costs, travel and mileage, and reproductions, are charged at our standard rate of cost plus ten percent (10%).

In house photo copies at $0.04
In house bond plots at $0.33 / sf (first sheet cost of $5)
In house color bond plots at $1/sf (first sheet cost of $30)
Mileage will be charged at the accepted IRS mileage rate