



BOARD MEETING AGENDA
August 22, 2017 - 6:30 PM

Pledge of Allegiance

Introductions

Approve Agenda/Additions

Guest Presentation - Marv Garbe- Montevideo Veterans Home

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

1. **Action Items**

NONE

2. **Information Items**

- a. Planner Update
- b. Executive Director Update
- c. RLF Update

3. **Discussion Items**

- a. Annual Meeting Recap

4. **Consent Agenda Items**

- a. Minutes from July 2017
- b. July 2017 Treasurer's Report and Board Payment Listings
- c. RLF Treasurer's Report
- d. Lac qui Parle County Park Master Plan Consultant Contract

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:

Citizen Comments:

Adjournment:

Next Meeting: Tuesday, September 26th

UMVRDC Mission Statement

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

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Matt Moe, Melissa Streich, Jason Brisson, Kirk Bustrom and Laura Ostlie

DATE: August 22, 2017

RE: **Planner Update**

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

CONTRACTS:**City of Watson & SW LQP County Border-to-Border Broadband – Kirk**

RDC staff is contracting with Federated Telephone Cooperative to author a Border-to-Border Broadband application through the MN Office of Broadband Development. The grant would provide funding to establish high speed broadband service from Federated for the City of Watson and miscellaneous selected addresses within SW Lac qui Parle County.

NE YM County Border-to-Border Broadband – Kirk

RDC staff is contracting with Federated Telephone Cooperative to author a Border-to-Border Broadband application through the MN Office of Broadband Development. The grant would provide funding to establish high speed broadband service from Federated for NE Yellow Medicine County.

Lac qui Parle & Swift Counties All Hazard Mitigation Plan Updates – Kirk

Finalized a budget and contracts with Lac qui Parle and Swift counties for a 5-year update of their All Hazard Mitigation Plans. RDC staff is now working with County emergency managers on establishing each task force and scheduling upcoming task force and public meetings and authoring plan updates.

Maynard Museum- Kristi

Maynard received their grant to complete the national registration process for their bank building. The procurement process is completed and they will be hiring Greg Gaut to complete the nomination process.

Montevideo Arts Project (MAP) - Kristi

MAP received the preliminary design from Karl Unnasch and had it approved by the city council. Karl is working on the stained glass. Installation is anticipated for early September.

Milan Listening House - Kristi

The "Listening House" project was funded by Partnership Arts through the Southwest Minnesota Housing Partnership. The project will be completed by a team with the UMRDC that includes artists: Brendan Stermer, Lauren Carlson and Lucy Tokheim. The team has procured a house to use as an exhibit space, continues to meet and work on outreach with the community and city council.

Granite Falls Memorial Park – Kristi, Jason and Laura

The State Historic Preservation Office is currently working on a letter to complete the DNR application for Phase I of the improvements for Memorial Park. Kristi and Jason are reviewing the hours left on the technical assistance contract with Granite Falls to decide how best to utilize the balance of the contract; the park master plan still needs to be updated and the city is requesting information and research related to funding.

Lac qui Parle County Park Master Plan– Kristi and Jason

The steering committee for the Lac qui Parle County Park Master Plan has been assembled and the RDC will facilitate their first meeting scheduled for Aug 24th. The Lac qui Parle county commissioners will also be touring the park Sep 5th. The park board has also reserved a booth at the Lac qui Parle County Fair Sep 8-10 to raise community awareness of the plan.

Benson SCDP application – Kristi and Laura

On June 30th, The City of Benson was notified that their SCDP application was awarded. The \$638,250 grant award along with additional leveraged resources, will total \$854,000 in rehabilitation within the city. The goal is to have 20 owner-occupied homes and six commercial business' benefit from the grant that will span through September 2020. Community meetings are scheduled to start in the community the beginning of September.

Clinton, Graceville and Beardsley SDCP – Kristi and Laura

Currently getting bids back from the first inspections that were completed on the housing side of the grant. 10 applications in Clinton, eight in Beardsley, and six in Graceville met income requirements and they will continue to accept applications along with schedule inspections as needed. On the commercial side of things, inspections have been completed in the three communities. Bids have gone out for the six projects, one has dropped out and they are currently looking at the ability to maximize the funds for the projects.

Appleton SCDP – Laura

The City of Appleton has reported 13 of the 20 owner-occupied rehab projects are in process or have been completed. Appleton's program also includes a goal of five commercial rehab projects to be completed, of which one has been completed. Currently all five commercial projects are in the process of completion. Appleton's Small Cities program will end December 31, 2017.

Lac qui Parle EDA USDA Grant Application – Laura

RDC staff authored a Lac qui Parle Economic Development Authority application for the USDA Rural Business Development Grant program. The grant would provide funding to establish a Revolving Loan Fund to be utilized within Lac qui Parle county. The grant application was submitted April 14th and we were notified on July 31st that Lac qui Parle EDA would be receiving a grant. No award has been supplied yet and it was communicated that this may take several weeks before further notification.

Granite Falls SDCP Application – Kristi and Laura

Kristi and Laura will be meeting with the City of Granite Falls staff to discuss the next steps in the application process in preparation of their application.

Clarkfield SCDP Application – Kristi and Laura

Laura met with the City of Clarkfield staff to discuss the SCDP process. Further conversations will be taking place in the upcoming weeks while working through the application process.

PROGRAM UPDATES:

Meander – Kristi

The Meander brochures were sent out and posters are completed. We are working on the ads to be completed in September.

MN River Valley National Scenic Byway - Kristi

We completed our grant with the Minnesota Historical Society Legacy Partnership Heritage Fund.

Prairie Waters Regional Tourism – Melissa

We continue to distribute the 2017-2018 Prairie Waters Visitor's Guides. Melissa and Dawn have been reviewing the 2018 Prairie Waters budget and workplan and plan to present that to the Prairie Waters board on July 26th, then we will be scheduling visits to the cities and counties.

Clean Energy Resource Teams (CERTs) – Kristi

We hired recent U of M Morris grad Hannah Tuomi as a consultant to work on GreenStep Cities work in the West Central region. She has done a lot of outreach to help them work to complete the next step within the GreenStep City program. She has worked with Milan and Granite Falls as well as other GreenStep cities outside our region. Hannah and Kristi presented at the August Milan City Council meeting, and Hannah is helping Milan keep their GreenStep Cities information up to day.

Blandin Broadband

- 1) **Get Rural** (Regional Recruitment) – Melissa is working with Marketing Specialists and Web Developers, Vivid Image, on details of the potential expansion of the Prairie Waters website to include new tabs with information of the following: employment opportunities, housing, family essentials and stories. Melissa and Dawn are continuing to plug away at the 2017-2018 work plan to determine the 2018 budget and Prairie Waters membership funding requests.

Active contracts

Appleton Technical Assistance
Appleton SCDP
Benson SCDP
Chippewa County PACE Implementation
Clarkfield SCDP Application
Clinton SCDP
Granite Falls SCDP Application
University of MN, Extension (CERTs)
Montevideo Arts Project
Maynard Museum
Granite Falls Memorial Park TA
Lac qui Parle EDA
Watson & SW LQP Border-to-Border Broadband
NE YM County Border-to-Border Broadband
LQP County Hazard Mitigation
Swift County Hazard Mitigation

Anticipated Completion

May 2017
December 2017
September 2020
June 2017
June 2018
September 2019
June 2018
Ongoing
December 2017
December 2017
June 2018
June 2017
September 2017
September 2017
May 2020
May 2020

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: August 22, 2017
RE: Director's Report

In an effort to update the Commission on my activities, I prepared the following brief summary of actions that I am working on.

- Completed some follow-up details after the annual meeting.
- Worked with Melissa on Prairie Waters and Get Rural project details.
- Completed several employee performance evaluations.
- Matt and I participated in a conference call about some OMB guidelines that apply to our agency and looked for areas we need to address in terms of policy or practices.
- Melissa and I met with Kelsey Baker, Swift County Administrator to talk about the RDC and our work.
- I met with Carrie Kwilinski from PIC and talked about the RDC and our work.
- Kristi, Kirk and I met with Teresa Peterson from USC to talk about our recent work.
- Participated in MADDO Executive Director meeting.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Loan Officer
DATE: August 22, 2017
RE: RLF Update & Annual Report

LOAN STATUS REPORT**DEFAULTS (90days+)**

Madison Meats – No change since last update. Declared personal bankruptcy, we continue to hold a UCC on the business. Loan balance with accrued interest is \$8160.21.

Appleton Meat Center – Following notification of the death of the borrower, RDC staff started working with the life insurance policy that was last provided. Documentation shows that the life insurance with the UMRDC as the loss payee had been last expired in 2015. At this time we are in consult with our attorney about the probate process. Balance is \$17,066.19.

C & L Powder Coating- The RDC received a check in the amount of \$16,000 on 7/14/17 for the batch oven that was purchased by Associated Finishing Inc. RDC will complete the UCC termination and insurance that was taken out following the cancellation of the borrower's plan. Collateral was sold at the agreed upon price of \$16,000. Current RLF loan balance is \$33,016.39.

DELINQUENT (less than 90 days)

None

DEFERRED PAYMENTS

R & R Outdoors- With the termination of the intercreditor agreement, the RDC will be moving forward with the approved payment agreements. The borrower has agreed to reinstate payments October 2017 following the return to full time employment. Borrower's current RLF loan balance is \$8,347.20

Jager Building Supply, LLC- A conference call was held with the lenders to discuss the next steps following the closure of the business. A meeting with a commercial real estate broker has been requested by the lenders, along with an updated equipment and inventory

list. The borrowers are on a three-month deferment that started the month of July. Borrower is currently working through the process of trying to sell remaining inventory, equipment, and the real estate. The current RLF balance is \$36,998.86.

PAID IN FULL

None

LOANS APPROVED BUT NOT DISBURSED

Western Consolidated Cooperative – Closing likely to take place in September for the \$100,00 Original and \$100,000 Disaster RLF loans.

NEW LOANS

The Dryer Doctors, LLC – Closing took place on August 14th for the \$34,000 Original RLF loan. First payment is scheduled for September 15th.

PAYOFFS / BALLOON PAYMENTS ANTICIPATED

None

OTHER

None

INFORMATIONAL ONLY- No Action requested

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: August 22, 2017

RE: Annual Meeting Recap

This year we had 15 board members, 9 staff, as well as a few guests that attended all or part of the tour, meeting and dinner. We looked at a variety of projects within the community of Kerkhoven and ended at the Kerkhoven Community Center where we had a panel discussion with a couple of city council members as well as a few county officials. We also had the business meeting followed by dinner, which was catered by Brinks and concluded the evening with a show by "Granny L".

DISCUSSION REQUESTED:

Feedback on the annual meeting tour.

RDC BOARD MINUTES-ANNUAL MEETING
Upper Minnesota Valley Regional Development Commission
Kerkhoven Community Center
July 25, 2017

Board Members Present: Jim Dahlvang, Brent Olson, Rusty Dimberg, Mark Bourne, Jim Schmaedeka, Gary Johnson, Gene Stengel, Brett Buer, Gary Hendrickx, Windy Block, Roy Marihart, Duane Steen, Vicki Oakes, Bill McGeary, Lucas Olson

Board Members Absent: Jeff Olson, Debra Lee Fader, Warren Rau, Gene Bies, Diane Kepner

Staff Present: Dawn Hegland, Kristi Fernholz, Melissa Streich, Matt Moe, Laura Ostlie, Kirk Bustrom, Jason Brisson, Marcy Prince and Jackie Sigdahl

Guests: Jacki Anderson

Call to Order

Chairman Johnson called the meeting to order at 5:30pm.

Introductions were made.

Approve Agenda/Additions

M/S/P – Rusty Dimberg, Mark Bourne made motion to approve the agenda with the addition of 3j Clarkfield Hedgehog Request, 3k Clarkfield SCDP Application Contract, and 3l Letter of Support.

Round Robin Discussion:

- *Gary Hendrickx, Swift County:* CoreCivic, formerly CCA, asking for letters of support for potential Federal BOP contract.
- *Brent, Big Stone County:* Hiring ProWest to develop GIS software aps for county.
- *Gary Johnson, Yellow Medicine County:* Looking at a 7% increase in health insurance. Rural water expansion – currently 752 users, hook-up cost is \$16,500.
- *Rusty, Big Stone County Townships:* Annual township picnic is scheduled for beginning of September.
- *Brett, Dawson/Boyd Schools:* routine maintenance being done for start-up of school.
- *James, Chippewa County Townships:* He lives in the township where the new dairy is going up and all is positive from the neighborhood.
- *Jim, Chippewa County:* Chippewa County fair begins this week.
- *Mark, LqP County Townships:* passed.
- *Jeff, LqP County Municipalities:* absent.
- *Warren, Swift County Townships:* absent.
- *Debra Lee, Chippewa County Municipalities:* absent.
- *Roy, LqP County:* passed.

- *Duane., Big Stone County Municipalities:* passed.
- *Gene, Yellow Medicine County Townships:* passed.
- *Windy, City Administrator:* Pool project on hold until spring. Working on the budget.
- *Diane, Prairie Five CAC, Inc.:* absent.
- *Gene Bies, Yellow Medicine County Municipalities:* absent.
- *Vicki, Big Stone County EDA:* 10-year outlook being done on buildings. Looking at converting old nursing home to city hall/police department offices. Looking at a 6-plex where old hotel used to be.
- *Dawn, UMVRDC:* passed.
- *Bill McGeary, Benson Schools:* Happy to be here. Working on a daycare center through the school.
- *Lucas Olson, Swift County Municipalities:* Daycare is a big interest for him.

The public hearing opened at 5:45pm for-the-purpose of receiving public comment(s) on the FY18 work plan, budget, indirect cost plan and proposed levy.

1. Consent Agenda Items

- Minutes from June 2017
- June 2016 Treasurer's Report and List of Bills
- RLF Treasurer's Report
- EDA Conference
- Meander Fiscal Agent and Grant Application

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

- Approval of the minutes from June 2016;
- Approval of the June 2016 Treasurer's Report-expenses \$73,822 & revenue \$178,928 along with the check listings 19716-19754 as presented;
- Approval of the lending balances on the RLF Treasurer's Report of \$402,119.51-original and \$158,967.97-disaster;
- Authorization for out of state travel for Kirk Bustrom and Laura Ostlie to attend the August 2017 EDA University Center Showcase & Peer Learning Conference;
- Approval of the authorization of the Executive Director's signature on the Meander Fiscal Agent and Grant Application with Southwest Minnesota Arts Council (SMAC)

2. Information Items

- Planner Update – A summary of current projects being worked on in the office by various staff.
- Executive Director's Report – A brief-summary of projects and tasks that have required Dawn's time and attention.
- RLF Update - Loan Status Report on the activity of existing loans that have modifications from their original loan as well as any new loans. The FY17 RLF Annual Report was presented.

The public hearing closed at 5:50pm. No comments were received.

3. Action Items

a. Adoption of the FY18 Work Plan, Indirect Cost Plan, Budget and Levy

M/S/P – Gary Hendrickx, Gene Stengel made motion to accept and adopt the work plan, levy, indirect cost plan, and proposed budget for FY18 of revenues of \$1,004,107 and expenses of \$1,001,820; and authorize the signatures on the Resolution of Authorization for county tax levies payable in 2018.

b. Elect Board of Director & Officers

Jim Dahlvang, representing the nominating committee reported that they were nominating Gary Johnson to serve as Chairman for FY18.

Vice Chairman Mark Bourne asked three times for other nominations from the floor for chairperson.

M/S/P –Duane Steen, James Schmaedeka made motion to cast a unanimous ballot to elect Gary Johnson as chairman for FY18. Gary Johnson abstained.

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

Vice Chairperson

M/S/P –Duane Steen, Gary Hendrickx made motion to nominate and cast a unanimous ballot for Mark Bourne as Vice Chairperson for FY18.

Secretary/Treasurer

M/S/P – Brent Olson, Rusty Dimberg made motion to nominate and cast a unanimous ballot for Gary Hendrickx as Secretary/Treasurer for FY18.

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

| | |
|-------------------------|----------------------------------------------|
| Big Stone County: | Rusty Dimberg Brent Olson – alternate |
| Chippewa County: | Jim Dahlvang James Schmaedeka - alternate |
| Lac qui Parle County: | Mark Bourne Brett Buer - alternate |
| Swift County: | Gary Hendrickx Warren Rau - alternate |
| Yellow Medicine County: | Gene Stengel Gene Bies – alternate |

M/S/P – James Schmaedeka, Mark Bourne made motion to certify the board of directors and alternates as presented for FY18.

c. Board Membership Appointments

Public Interest Group Representatives

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

- Economic Development – Vicki Oakes, Ortonville
- Community Action – Diane Kepner, Prairie Five CAC Board Member
- City Manager/Administrator/Clerk – Windy Block, Clara City

Board member appointments:

- Bill McGeary – Benson School Board
- Lucas Olson – Swift County Municipalities

M/S/P - Gary Hendrickx, Gene Stengel made motion certifying the public interest group representatives along with the appointment of the new board members to serve on the UMRDC board for FY18.

d. Committee Assignments

M/S/P – Gary Hendrickx, Gene Stengel made motion to appoint Rusty Dimberg as representative to ATP-4/TAC for FY18.

M/S/P – Gary Hendrickx, Rusty Dimberg made motion to appoint Jim Dahlvang and Gary Johnson as representatives to ATP-8/TAC for FY18.

M/S/P – Brent Olson, Mark Bourne made motion to appoint the UMRDC representatives to the ATP/TAC committees and to pay per diem and mileage.

The UMRDC subcommittees for “big huge audacious goals” (BHAGs) will meet three times throughout the year, members are assigned as follows:

Community Development

Jim Dahlvang
Gene Bies
Windy Block
Duane Steen
Jeff Olson
Lucas Olson
Bill McGeary
Gene Stengel

Marketing

Gary Hendrickx
Diane Kepner
Debra Lee Fader
Brett Buer
Brent Olson
Vicki Oakes
James Schmaedeka

Board Stewardship

Gary Johnson
Warren Rau
Mark Bourne
Roy Marihart
Rusty Dimberg

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

Revolving Loan Fund Advisory Committee

UMVRDC

3 Representatives (Gary Hendrickx, Gary Johnson, Warren Rau)

Swift County

Joe Fox – County Commissioner
Eddie Masee – EDA/Banker Rep.

Yellow Medicine County

Glen Kack – County Commissioner
Craig Bakkelund – EDA/Banker Rep.

Big Stone County

Jay Backer – County Commissioner
Vicki Oakes – EDA Rep.

Lac qui Parle County

Terry Overlander – County Commissioner
Carie Driessen – Banker Rep.

Chippewa County

Jim Dahlvang – County Commissioner
Mitch McKay – Banker Rep.

M/S/P – Mark Bourne, Rusty Dimberg made motion to approve the UMVRDC Revolving Loan Fund Advisory committee members for FY18 and to pay per diem and mileage for the appointed UMVRDC board members (Gary Hendrickx, Gary Johnson and Warren Rau). The remaining RLF members are reimbursed mileage only.

Western MN Prairie Waters Advisory Committee

At-Large: VACANT

Swift County: Gary Hendrickx (Chair) – County Commissioner

Chippewa County: Matt Gilbertson – County Commissioner

Yellow Medicine County: John Berends – County Commissioner

Lac qui Parle County: Pamela Ellison – Lac qui Parle EDA

Madison: Maynard Meyer – City Rep./Chamber/Business

Benson: Vacant – City Rep. /Chamber

Granite Falls: Mary Gillespie – City Rep./Chamber

Appleton: VACANT

Montevideo: Angel Molden - Chamber Rep
Canby: Diane Fliss – City Rep./Chamber
Dawson: Tami Schuelke – City Rep

M/S/P – Brent Olson, Mark Bourne made motion to approve the Western MN Prairie Waters Advisory Committee members for FY18.

e. Designation of UMRDC Depository

M/S/P – Jim Dahlvang, Duane Steen made motion to designate the Prairie Sun Bank as the depository for the UMRDC accounts for FY18 and Farmers and Merchants Bank as the depository for the RLF accounts for FY18.

f. FY18 Fund Balance Schedule/Policy/Resolution

M/S/P – Brent Olson, Roy Marihart made motion to approve the existing Governmental Accounting Standards Board (GASB 54) policy with no changes; the FY18 Fund Balance Schedule and the FY18 Fund Balance Resolution.

g. FY18 UMRDC Meeting Schedule

M/S/P – Gary Hendrickx, Roy Marihart made motion to approve the FY18 meeting schedule

h. UMRDC Annual Report

M/S/P – Brett Buer, Vicki Oakes made motion to adopt the FY2017 UMRDC Annual Report.

i. Loan Advisory Board

Western Consolidated Cooperative - This loan will finance a grain storage system in Appleton that will increase their storage by an additional 750,000 bushels.

M/S/P – Brent Olson, Bill McGeary made motion to approve a \$200,000 loan at 4.25% for 10 years with \$100,000 coming from the original fund and \$100,000 coming out of the disaster fund.

The Dryer Doctors LLC – This loan will finance equipment and inventory for their new business which is based in Montevideo.

M/S/P – Gary Hendrickx, James Schmaedeka made motion to approve the loan of \$34,000 at 4.50% for 10 years from the original fund.

Jaeger Building Supply, LLC – Jaeger Building Supply closed its business in June. A deferment is requested to work through the sale of the real estate, equipment and inventory of the business, prior to establishing a repayment plan. Their balance is \$37,009.62

M/S/P – Mark Bourne, Jim Dahlvang made motion to approve a three-month deferment with Jaeger Building Supply of Dawson.

j. Clarkfield Hedgehog Request

The City of Clarkfield is requesting assistance with a Small Cities Development Program (SCDP) grant application. Total cost is \$8,000.

M/S/P – Vicki Oakes, Gene Stengel made motion to approve and fully fund the hedgehog request of \$4,000 from the City of Clarkfield.

k. Clarkfield SCDP Application Contract

The City of Clarkfield has requested staff assistance with developing an application for the SCDP grant and working with the City to develop a list of interested participants.

M/S/P – Brett Buer, Roy Marihart made motion to authorize the signing of the contract for \$8000 with the City of Clarkfield for the Small Cities Development Program grant.

l. Letter of Support

CoreCivic (aka CCA) is requesting letters of support for a potential award to the Federal Bureau of Prison at the Prairie Correctional Facility.

M/S/P – Jim Dahlvang, Brent Olson made motion to approve the UMRDC to write a letter of support for the Prairie Correctional Facility for a potential award with the Federal Bureau of Prison.

Adjournment

A motion by Mark Bourne, Gene Stengel for adjournment was made at 6:30pm. Meeting ended.

APPROVED BY:

PREPARED BY:

Gary Johnson
RDC Chairman

Jackie Sigdahl
RDC Administrative Assistant

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: August 22, 2017
RE: July 2017 Treasurer's Reports
July 2017 Board Payment Listing

The first item attached is the treasurer's report for July 2017. 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 July 2017.

ACTION REQUESTED:

For the Commission to approve the July 2017 Treasurer's Report, and Board Payment Listing with all checks (check # 19755– 19785) and all ACH transactions.

Encl.

| Jul-17 | | | | | |
|------------------------------------------------------------------|------------------|---------------|---------------|-------------------|--|
| UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION | | | | | |
| REVENUE & EXPENSE REPORT | | | | | |
| | FY18 Budget | Current July | YR-To-DT July | Percent of Budget | |
| Agency Revenues | | | | | |
| Interest | 3,500 | 908 | 908 | 26% | |
| Levy | 310,000 | - | - | | |
| Prior Year HH and Match used | (37,807) | | | | |
| Potential HH Grants \$20,000 - will reduce levy as awarded | - | | | | |
| Match Fiscal Year 18 - will reduce as matched to contracts below | | - | - | | |
| Prairie Waters | (20,000) | | - | | |
| Transportation | (13,235) | | - | | |
| RLF | (20,000) | | - | | |
| Miscellaneous | 5,000 | 774 | 774 | 15% | |
| Economic Development/EDA | | | | | |
| EDA Planning Grant | 70,000 | | - | | |
| Revolving Loan Fund Admin | 55,000 | | - | | |
| TA Contracts Needed | 105,000 | | - | | |
| Appleton Technical Assistance FY17 | 12,250 | - | - | | |
| Blandin Feasibility Study | 6,412 | | - | | |
| Blandin IT Connect II | 2,530 | | - | | |
| Blaindin Rural Connect II | 5,300 | | - | | |
| Chippewa County Pace | 1,500 | | - | | |
| CERTS | 2,400 | - | - | | |
| Certs Green Step Cities | 2,620 | | - | | |
| Granite Falls Memorial Park | 5,900 | | - | | |
| HM Lqp/Swift Includes (Includes \$3500 Prior Year HH) | 68,870 | | - | | |
| Lqp Park Plan (Includes \$3,937.50 Prior Year HH) | 22,125 | | - | | |
| Maynard Museum | 1,918 | | - | | |
| Monte Public Arts CY 2017 | 3,950 | | - | | |
| Monte Arts Tractor | 2,625 | | - | | |
| SWMNHP Milan Listening House | 9,000 | | - | | |
| Grant Writing | | | | | |
| Potential Grant Apps | | | - | | |
| Clarkfield SCDP APP | 8,000 | | - | | |
| Dawson Library (Includes \$9,00 Prior Year HH) | 2,900 | | - | | |
| Granite Falls SCDP APP (Includes \$4,000 Prior Year HH) | 8,000 | | - | | |
| Maccray Safe Routes to School App (550 HH) | | - | - | | |
| Grants Admin/Management | | | | | |
| SCDP Admin- Appleton | 13,014 | | - | | |
| SCDP Admin - Benson | 14,000 | | - | | |
| SCDP Admin - CGB | 17,000 | | - | | |
| Transportation/Byway/Tourism | | | | | |
| Transportation Planning Grant 18 (Includes 13,235 FY 18 Match) | 88,235 | | - | | |
| Transportation Planning Grant 17 | 23,835 | | - | | |
| Prairie Waters (\$20,000 PR Match, and \$20,000 CY Match) | 168,220 | | - | | |
| Byway Corridor Management Plan | 19,545 | - | - | | |
| Art Crawl | 36,500 | | - | | |
| Total Revenue | 1,004,107 | 1,681 | 1,681 | | |
| Pass-Thru Revenue (not included above) | | 35,564 | 35,564 | | |

| | FY18 Budget | | | |
|-----------------------------------|------------------|----------------------------------|-----------------|-----------|
| Expenses | | | | |
| Salaries/Fringe | 712,460 | 53,336 | 53,336 | 7% |
| Commissioner's Expense | | | - | |
| Per Diem / FICA | 10,765 | 1,023 | 1,023 | 10% |
| Public Officials Ins. | 4,500 | | - | 0% |
| Meeting Expense | 1,500 | 325 | 325 | 22% |
| Travel C&C | 5,000 | 691 | 691 | 14% |
| Training | 3,235 | | - | 0% |
| Audit | 14,000 | | - | 0% |
| Contract for Services | 36,000 | 420 | 420 | 1% |
| Strategic Planning | 15,000 | | - | 0% |
| Computer Technical Assistance | 12,000 | 0 | - | 0% |
| Email | 2,400 | | - | 0% |
| Virtual Server | 5,000 | | - | 0% |
| Copy Charge/xerox lease | 4,500 | 0 | - | 0% |
| Depreciation | 7,200 | 527 | 527 | 7% |
| Dues | 3,000 | | - | 0% |
| Insurance | 1,300 | | - | 0% |
| Legal Fees | 2,000 | 0 | - | 0% |
| Miscellaneous | 1,000 | 62 | 62 | 6% |
| Office Rent | 12,210 | 1,017 | 1,017 | 8% |
| Postage | 6,500 | 196 | 196 | 3% |
| Printing/Advertising | 4,500 | | - | 0% |
| RDC Marketing Item | 2,000 | | - | 0% |
| Registration/Program Specific | 4,000 | | - | 0% |
| Repairs/Maintenance | 1,500 | | - | 0% |
| Scholarship | 5,000 | | - | |
| Software GMS/GIS/General | 7,000 | | - | 0% |
| Sub./Publications | 2,000 | | - | 0% |
| Supplies | 6,500 | | - | 0% |
| Telephone/Internet | 8,500 | 515 | 515 | 6% |
| Staff Expense | | | - | |
| Travel | 35,000 | 761 | 761 | 2% |
| Training | 11,000 | | - | 0% |
| Morale | 2,000 | | - | 0% |
| Wellness | 2,000 | | - | 0% |
| Web Hosting/Maintenance | 3,500 | | - | 0% |
| Pass Thru Activity | | | - | |
| Byway CMP | 3,750 | | - | 0% |
| Meander | 23,000 | 1,407 | 1,407 | 6% |
| Prairie Waters Ads | 21,000 | 995 | 995 | 5% |
| Total Expenses | 1,001,820 | 61,274 | 61,274 | 6% |
| EXCESS REV. OVER EXP. | 2,287 | (59,592) | (59,592) | |
| | | | | |
| General Checking | \$ 181,039 | | | |
| Money Market | \$ 312,485 | | | |
| Certificate of Deposit | \$ 350,394 | | | |
| RLF Savings | \$ 594,809 | | | |
| Agency Auto | \$ 48,477 | | | |
| Equipment Fund | \$ 28,933 | | | |
| | | | | |
| | | | | |
| UMVRDC Secretary/Treasurer | Date | UMVRDC Executive Director | Date | |

July 2017 Check/ACH Listing

| Check# | Check Date | Vendor Name | Check Amount | Description |
|----------------|------------|-------------------------------------------|----------------------|-------------------------------------|
| 19755 | 07/20/2017 | Bourne, Mark | 76.67 | Commissioner Per diem |
| 19756 | 07/20/2017 | Dahlvang, Jim | 77.20 | Commissioner Per diem |
| 19757 | 07/20/2017 | Johnson, Gary | 231.08 | Commissioner Per diem |
| 19758 | 07/20/2017 | Rau, Rau | 60.08 | Commissioner Per diem |
| 19759 | 07/14/2017 | DONS FOOD PRIDE | 126.48 | mtg meal; supplies |
| 19760 | 07/14/2017 | Grants Management Systems, Inc. | 100.20 | maintenance |
| 19761 | 07/14/2017 | Madden Media | 1,000.00 | byway youtube marketing |
| 19762 | 07/14/2017 | Outdoor News Publications | 163.00 | pw display |
| 19763 | 07/14/2017 | Ruth Keller | 75.00 | cleaning service |
| 19764 | 07/14/2017 | The Appleton Press | 3,276.78 | meander brochures/notepads |
| 19765 | 07/14/2017 | Xerox Corporation | 320.67 | base charge/prints |
| 19766 | 07/14/2017 | Carie Driessen | 21.40 | mileage |
| 19767 | 07/14/2017 | CITY OF APPLETON | 1,016.67 | rent |
| 19768 | 07/14/2017 | Glen Kack | 47.08 | mileage |
| 19769 | 07/14/2017 | Joe Fox | 10.70 | mileage |
| 19770 | 07/14/2017 | Mitch McKay | 26.75 | mileage |
| 19771 | 07/14/2017 | Terry Overlander | 22.47 | mileage |
| 19772 | 07/14/2017 | USABLE Life | 16.00 | life ins |
| 19773 | 07/21/2017 | Dion Sherod Construction | 3,967.00 | Appleton Owner Rehab - Vanderharr |
| 19774 | 07/21/2017 | E&M Electric, LLP | 1,192.00 | Appleton Owner Rehab - Vanderharr |
| 19774 | 07/21/2017 | E&M Electric, LLP | 2,524.00 | Appleton Owner Rehab - Swenson |
| 19775 | 07/21/2017 | Evenson's Contracting, LLC | 18,300.00 | Appleton Owner Rehab - Craig |
| 19776 | 07/21/2017 | Gray, Plant, Mooty, Mooty & Bennett, P.A. | 266.05 | C and L legal fees |
| 19777 | 07/21/2017 | Grossman & Trump, Inc. | 4,796.00 | Appleton Owner Rehab - Swenson |
| 19778 | 07/21/2017 | Mark Doll Construction | 2,745.00 | Appleton Rehab - Doll |
| 19779 | 07/21/2017 | NCPERS Minnesota | 16.00 | March Payroll Deductions |
| 19780 | 07/21/2017 | Chase Card Services | 181.68 | Agency Auto - Gas |
| 19780 | 07/21/2017 | Chase Card Services | 1,248.12 | DH - nado |
| 19780 | 07/21/2017 | Chase Card Services | 383.19 | kb - travel |
| 19780 | 07/21/2017 | Chase Card Services | 62.14 | MP - Postage |
| 19780 | 07/21/2017 | Chase Card Services | 37.94 | JB - Travel |
| 19780 | 07/21/2017 | Chase Card Services | 360.00 | LO - land use training |
| 19780 | 07/21/2017 | Chase Card Services | 1,162.46 | mm- postage and chairs and supplies |
| 19780 | 07/21/2017 | Chase Card Services | 62.42 | DH - |
| 19780 | 07/21/2017 | Chase Card Services | 271.00 | MM- postage and GHG |
| 19781 | 07/25/2017 | Hannah Tuomi | 420.00 | GreenSteps Contract work |
| 19782 | 07/25/2017 | Home & Away, Inc | 635.80 | PW Ads Home and Away SD |
| 19783 | 07/25/2017 | Lori Petersen | 325.00 | Annual Meeting |
| 19784 | 07/25/2017 | The Appleton Press | 358.88 | pw ads |
| 19785 | 07/25/2017 | USABLE Life | 16.00 | August Life |
| ACH | 07/31/2017 | Aflac | 81.92 | July Aflac |
| ACH | 07/02/2017 | Federated Telephone, Inc | 359.31 | July 17 federated telephone bill |
| ACH | 07/02/2017 | Delta Dental | 527.51 | July 17 dental insurance |
| ACH | 07/05/2017 | MN STATE RETIREMENT SYSTEM | 270.00 | 7/05/17 Staff PR Deferred comp |
| ACH | 07/05/2017 | Internal Revenue Service | 4,493.38 | 07/05/17 UMRDC Staff PR taxes |
| ACH | 07/05/2017 | State of Minnesota | 661.00 | 07/05/17 Staff PR State taxes |
| Direct Deposit | 07/05/2017 | Upper MN Valley RDC - Staff PR | 14,323.61 | Staff Direct Deposit - |
| ACH | 07/05/2017 | PUBLIC EMPLOYEES RET ASSOC | 3,096.11 | 7/05/17 staff PR PERA |
| ACH | 07/05/2017 | Select Account | 1,471.96 | 07/5/17 staff PR HSA |
| ACH | 07/05/2017 | Internal Revenue Service | 4,448.18 | 07/20/17 UMRDC Staff PR taxes |
| ACH | 07/05/2017 | Internal Revenue Service | 145.50 | 07/20/17 Commission Payroll tax |
| ACH | 07/20/2017 | State of Minnesota | 652.00 | 06/20/17 Staff State Taxes |
| ACH | 07/20/2017 | MN STATE RETIREMENT SYSTEM | 270.00 | 7/20/17 staff PR Deferred comp |
| ACH | 07/20/2017 | PUBLIC EMPLOYEES RET ASSOC | 3,070.70 | 7/20/2017 staff PR PERA |
| ACH | 07/20/2017 | Select Account | 1,471.96 | 07/20/17 Staff PR HSA |
| Direct Deposit | 07/20/2017 | Upper MN Valley RDC - Staff PR | 14,253.93 | Staff Direct Deposit |
| Direct Deposit | 07/20/2017 | Upper MN Valley RDC - Commissioners PR | 994.52 | Commissioners Direct Deposit |
| ACH | 07/20/2017 | Blue Cross Blue Shield of Minnesota | 7,895.01 | July 17 health insurance for Aug 17 |
| ACH | 07/30/2017 | PRAIRIE SUN BANK | 28.00 | July 17 direct deposit fee |
| ACH | 07/30/2017 | Select Account | 13.50 | Select Account monthly admin |
| ACH | 07/30/2017 | USPS | 1,406.64 | Meander mailing |
| ACH | 07/20/2017 | Select Account | 171.00 | Flex |
| | | | \$ 105,933.65 | Total Checks/ACH payments Feb 2016 |

Pass-Thru Payments

UMVRDC Secretary/Treasurer Date

UMVRDC Executive Director Date

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Loan Officer
DATE: August 22, 2017
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.

July 2017 Transaction Notes:

- Madison Meats Loan – Default Status
- Appleton Meat Center – Default Status
- C & L Powder Coating- Default Status, did receive payment for collateral
- R & R Outdoors – Payment Deferment
- Jager Building – Payment Deferment
- Western Consolidated Cooperative – Commitment of \$100,000 from Original RLF and \$100,000 from Disaster RLF
- The Dryer Doctors – Commitment of \$34,000 from Original RLF

ACTION REQUESTED:

To approve the UMVRDC's July 2017 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: *\$297,793.89 (Original RLF) and \$63,015.33 (Disaster RLF).*

July 2017 RLF TREASURER'S REPORT

| | Borrower | Terms | | | | Reporting Transactions | | | |
|----|-----------------------------------|--------------------------|--------------------------|---------------|--------------|-----------------------------|---------------|-----------------------------------|-----------------------------------|
| | | Original RLF Loan Amount | Disaster RLF Loan Amount | Interest Rate | Term (years) | Notes | July Payments | Original RLF Balance at 7/31/2017 | Disaster RLF Balance at 7/31/2017 |
| 1 | Al's Mercantile | 50,000 | | 5.00% | 10 | | \$ 538.82 | \$ 20,238.51 | |
| 2 | Appleton Meat Center | 30,000 | | 4.00% | 10 | Default | \$ - | \$ 17,066.19 | |
| 3 | Barr's/Conroy Electric, Inc. | 46,000 | | 4.00% | 10 | | \$ 466.73 | \$ 23,630.35 | |
| 4 | Bluegrass Proteins, Inc. | 100,000 | 100,000 | 4.00% | 5 | | \$ 2,111.78 | \$ 77,271.96 | \$ 77,271.96 |
| 5 | Books by Kelly | 20,000 | | 5.00% | 5 | | \$ 121.69 | \$ 9,343.56 | |
| 6 | C&L Loan #2 | 57,500 | | 2.90% | 10 | Payment from equipment sale | \$ 16,000.00 | \$ 33,016.39 | |
| 7 | Clara City Foods, Inc | 100,000 | 100,000 | 4.00% | 10 | | \$ 2,025.90 | \$ 89,475.95 | \$ 89,475.95 |
| 8 | Clarkfield Family Foods | 28,000 | | 4.00% | 10 | | \$ 284.49 | \$ 7,455.94 | |
| 9 | DoMat's | 100,000 | | 4.00% | 10 | | \$ 1,013.45 | \$ 93,148.73 | |
| 10 | Granite Falls Dairy Queen, Inc | 100,000 | | 4.00% | 10 | | \$ 1,013.45 | \$ 53,426.34 | |
| 11 | Handeland Chiropractic, LLC | 33,000 | | 5.00% | 10 | | \$ 365.66 | \$ 13,728.00 | |
| 12 | Jack Anderson (GoldLeaf Fin.) | 100,000 | | 2.90% | 5 | | \$ 1,793.43 | \$ 14,184.68 | |
| 13 | Jager building Supply, LLC | 62,000 | | 4.00% | 10 | Payment deferment | \$ 628.72 | \$ 37,009.62 | |
| 14 | J C & Sons Hardware Inc | 70,000 | | 4.00% | 10 | | \$ 709.72 | \$ 21,506.74 | |
| 15 | Kaercher Publications, Inc. | 65,520 | | 4.50% | 10 | | \$ 680.04 | \$ 36,141.31 | |
| 16 | KEC of Granite Falls DBA Picht's | 50,000 | | 4.00% | 10 | | \$ 507.23 | \$ 45,499.07 | |
| 17 | Lamecker's General Store | 25,000 | | 4.00% | 5 | | \$ 461.41 | \$ 9,866.70 | |
| 18 | Madison Meats | 37,200 | | 4.00% | 5 | Default | \$ - | \$ 8,160.21 | |
| 19 | Merritt Construction, Inc. | 10,000 | | 4.50% | 12 | | \$ 104.64 | \$ 5,641.43 | |
| 20 | Northern Geo, LLC | 50,000 | 100,000 | 4.00% | 10 | | \$ 1,518.68 | \$ 36,175.42 | \$ 73,350.85 |
| 21 | Northern Geo, LLC (2) | 60,000 | 20,000 | 4.25% | 10 | | \$ 819.50 | \$ 57,527.13 | \$ 19,175.71 |
| 22 | Private Industry Council | 50,000 | | 4.25% | 9.6 | | \$ 396.39 | \$ 11,841.39 | |
| 23 | R&R Outdoors | 11,000 | | 4.00% | 10 | Payment deferment | \$ - | \$ 8,347.20 | |
| 24 | SEWearable Designs | 33,000 | | 4.50% | 7 | | \$ 361.04 | \$ 9,874.37 | |
| 25 | SEWearable Designs (2) | 27,250 | | 4.50% | 10 | | \$ 282.41 | \$ 26,491.82 | |
| 26 | SpecSys Inc. | 50,000 | | 4.00% | 10 | | \$ 507.23 | \$ 13,213.76 | |
| 27 | Swift Falls Bar & Grill | 22,500 | | 4.00% | 10 | | \$ 228.80 | \$ 5,918.73 | |
| 28 | The Sawmill | 50,000 | | 4.00% | 10 | | \$ 203.81 | \$ 27,093.37 | |
| 29 | Trish's Catering | 38,000 | | 4.25% | 10 | | \$ 390.26 | \$ 37,818.70 | |
| 30 | West Central Powder Coating, Inc. | | 100,000 | 4.00% | 15 | | \$ 740.69 | | \$ 86,524.79 |
| | | 1,475,970 | 420,000 | | | | \$ 34,275.97 | \$ 850,113.57 | \$ 345,799.26 |

| Balance of Bank Accounts | | | | |
|----------------------------------------|----------------------|--|-----------------------------------------|---------------------|
| Total Original RLF Funds: | 1,281,907.46 | | Total Disaster RLF Funds: | 508,814.59 |
| Previous month's bank balance | 402,119.51 | | Previous month's Bank Balance | 158,967.97 |
| Loan Repayment | 29,620.40 | | Loan Repayment | 4,026.85 |
| Loan Disbursement | - | | Loan Disbursement | - |
| July '17 - Bank Interest | 53.98 | | July '17 Bank Interest | 20.51 |
| Admin Transfer - | - | | Admin Transfer | - |
| Origination, ACH, or Loan Payoff Fees | - | | Origination, ACH, or Loan Payoff Fees - | - |
| Bank Account Balance at 7/31/17 | 431,793.89 | | Bank Account Balance 7/31/2017 | 163,015.33 |
| Committed-West Con | (100,000.00) | | Committed-West Con | (100,000.00) |
| Committed- Dryer Doctors, LLC | (34,000.00) | | | |
| Balance available for lending | \$ 297,793.89 | | Balance available for lending | \$ 63,015.33 |

| | |
|----------------------------|---------------------------|
| UMVRDC Secretary/Treasurer | UMVRDC Executive Director |
| Date | Date |

CONSENT MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Planner

DATE: August 22, 2017

RE: Damon Farber Landscape Architecture Subcontract

As part of our contract with Lac qui Parle County to complete the Lac qui Parle County Park Master Plan, the UMRDC would like to subcontract with Damon Farber for landscape architectural services. Damon Farber 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 May 23, 2017.

The total amount of this subcontract is \$12,500, and will be paid through our contract #FY16-28 with Lac qui Parle County.

ACTION REQUESTED:

Authorization for the Executive Director to sign the subcontract agreement with Damon Farber for landscape architectural services.

**Upper Minnesota Valley Regional Development Commission
Consultant Agreement**

THIS AGREEMENT is made and entered into by and between the Upper Minnesota Valley Regional Development Commission (UMVRDC) and Damon Farber (Consultant).

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

WHEREAS, the UMVRDC selected Damon Farber 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 May 15th, 2018, 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)

A. Step 1

- Analysis and Inventory:
 - i. Visit the site to gather information, photo documentation, and discuss goals and opportunities with UMVRDC.
 - ii. Review information gathered to-date.
 - iii. Prepare base map. (Assume use of County Lidar information).
 - iv. Study issues and opportunities within the project area and the existing relationships to adjacent properties.
 - v. Prepare framework plan options with major program elements and locations.
 - vi. Conduct meeting with project team to review the project framework plans, goals, opportunities and constraints.
- Deliverables:
 - i. Finalize Project Schedule
 - ii. Landscape Framework Plan Options

B. Step 2

- Development of Comprehensive Site Plan and Key Project Concepts:
 - i. Outline key program elements for priority projects in site, architecture and interpretive components
 - ii. Provide programming questions, diagrams and illustrations.
 - iii. Development plan meeting with UMRDC.
 - iv. Prepare preliminary design concepts for priority projects.
- Deliverables:
 - i. Refine Framework Site Plan
 - ii. Illustrative site plans for priority projects, character sketches, sections, elevations and other graphics.

C. Step 3

- Preferred Concept Development Phase:
 - i. Prepare refined preferred concepts based on approved direction and feedback.
 - ii. Prepare cost analysis for preferred concepts and phasing approach.

III. UMRDC'S OBLIGATIONS

A. UMRDC Contact for this Agreement

Kristi Fernholz
323 West Schlieman Avenue
Appleton MN 56208
320-289-1981 phone 320-289-1983 fax
kristi.fernholz@umvrhc.org

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

C. The UMRDC and the Lac qui Parle County Park Master Plan 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 Lac qui Parle County Park Master Plan 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 Lac qui Parle County Park Master Plan Steering Committee observes which may adversely affect the completion and outcome of this project.

IV. PAYMENTS AND SERVICES

- A. UMVRDC shall pay Consultant \$12,500 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 all travel, mileage, and similar out-of-pocket expenses incurred by the Consultant hereunder shall be included within the total Agreement amount.
- B. Upon successful completion of each step, which shall be determined by the UMVRDC and the Lac qui Parle County Park Master Plan Steering Committee, payments will be made to Damon Farber with the following schedule:
 - \$3,500 upon successful completion of Step 1 (analysis and inventory)
 - \$6,500 upon successful completion of Step 2 (development of comprehensive site plan and key project concepts)
 - The remaining \$2,500 upon successful completion of Step 3 (preferred concept development phase) as defined by the scope of work outlined below.
- C. Payments will be made after the Consultant's deliverable from each step is approved by the UMVRDC and the Lac qui Parle County Park Master Plan 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 constructed as creating an employer-employee relationship between the UMVRDC and the Consultant. No tenure or any rights or benefits, including worker's compensation, unemployment insurance,

medical care, sick leave, vacation leave, severance pay, PERA or other benefits available to UMRDC employees or UMRDC-related representatives, shall accrue to Consultant or Consultant's employees.

- B. Merger and Modification: The entire project Agreement between the UMRDC 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: UMRDC 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 UMRDC.
- E. Responsibility for Damages Claims: Consultant shall indemnify and save harmless the UMRDC 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 UMRDC will be true and correct to the best of Consultant's knowledge. UMRDC 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.

DF/

August 14, 2017

Kristi Fernholz
Senior Planner
**Upper Minnesota Valley
Regional Development Commission**
323 W. Schlieman Ave.
Appleton, Mn 56208

**Re: Landscape Architectural Fee Proposal
Lac Qui Parle County Park - Masterplan**

Kristi:

Thank you for this opportunity to provide you with a proposal for landscape architectural services for the Lac Qui Parle County Park Masterplan. We look forward to the opportunity to collaborate with you on this exciting effort!

STEP 1 – ANALYSIS AND INVENTORY: \$3,500

- Visit the site to gather information, photo documentation, and discuss goals and opportunities with UMRDC.
- Review information gathered to-date.
- Prepare base map. (Assume use of County Lidar information).
- Study issues and opportunities within the project area and the existing relationships to adjacent properties.
- Prepare framework plan options with major program elements and locations.
- Conduct meeting with project team to review the project framework plans, goals, opportunities and constraints.

STEP 1 DELIVERABLES:

- Finalize Project Schedule
- Landscape Framework Plan Options

STEP 2 – DEVELOPMENT OF COMPREHENSIVE SITE PLAN / KEY PROJECT CONCEPTS: \$6,500

- Outline key program elements for priority projects in site, architecture and interpretive components
- Provide programming questions, diagrams and illustrations.
- Development plan meeting with UMRDC.
- Prepare preliminary design concepts for priority projects.

STEP 2 DELIVERABLES:

- Refine Framework Site Plan
- Illustrative site plans for priority projects, character sketches, sections, elevations and other graphics.

Kristi Fernholz
Lac Qui Parle County Park - Masterplan
August 14, 2017
Page 2

STEP 3 – PREFERRED CONCEPT DEVELOPMENT PHASE: \$2,500

- Prepare refined preferred concepts based on approved direction and feedback.
- Prepare cost analysis for preferred concepts and phasing approach.

TOTAL CORE PROJECT FEE: \$12,500

As you can appreciate, modifications to the scope of work - including alterations required by base plan changes - may result in a corresponding adjustment of fees. Additional services will be provided at the hourly rates identified below only when approved in advance. Principal time is invoiced at \$150 per hour. Project landscape architect time is billed at \$139 per hour. Technical Staff time is billed at an average rate of \$110 per hour. Reimbursable expenses are included within the total proposed fee listed above.

Kristi, we appreciate your consideration of Damon Farber Associates, and if this approach is satisfactory, your verbal directive and signature of this agreement will constitute acceptance of the terms outlined and authority to proceed.

Sincerely
Damon Farber Associates, Inc.


Tom Whitlock, ASLA
President

Kristi Fernholz

Date