



BOARD MEETING AGENDA
Board of Director's
August 28, 2018 - 6:30 PM

Pledge of Allegiance

Introductions

Approve Agenda/Additions

Guest Presentation: None

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

1. **Action Items**

- a. Loan Advisory Board Recommendations

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 2018
- b. July 2018 Treasurer's Report and Board Payment Listings
- c. RLF Treasurer's Report
- d. Dana Cole & Company FY18 Audit Agreement
- e. Maynard Technical Assistance 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: None

Citizen Comments:

Adjournment:

Next Meeting: Tuesday, September 25th

UMVRDC Mission Statement

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

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: August 28, 2018
RE: RLF Loan Advisory Board Recommendations

After Five Supper Club Loan Request- On August 13th, the RLF Advisory Board made a recommendation to approve a loan request by Aaron and Anne Kells to assist in the purchase of the business located in Madison. The Southwest Initiative Foundation requested the UMRDC participate in their \$97,500, in the amount of \$40,000. The loan would assist in the purchase of the equipment and inventory.

With this loan financing, the UMRDC would have a pro-rata 1st position on the commercial real estate, home mortgage, and UCC filing on the business assets. The Lac qui Parle EDA and the City of Madison's EDA have also committed funds to this project that will retain 6 jobs and create another job.

Action Requested:

Approve the RLF Advisory Board Recommendation of a \$40,000 loan at 5% for 5 years, amortized over 15 years from the UMRDC Original RLF

Appleton Power Equipment Loan Request- On August 13th, the RLF Advisory Board made a recommendation to approve a loan request by Shawn and Jill Swenson to assist in the expansion of their current business. The requested funds would be utilized to purchase the equipment and inventory from Appleton Hardware which is currently in the process of selling their business.

The Swift County RDA and the UMRDC would have a shared 2nd mortgage and 2nd position blanket UCC behind Farmers and Merchants State Bank

Through the proposed expansion, four jobs would be retained and three new positions at Appleton Power would be created.

Action Requested:

Approve the RLF Advisory Board Recommendation of a \$40,000 loan at 4% for 5 years, amortized over 10 years from the UMRDC Original RLF

Picht's Auto Body and Glass Modification Request- On August 13th, the RLF Advisory Board made a recommendation to approve the release of a certificate of deposit initially used as collateral for the initial project financing. Chad Christianson, owner of KEC of Granite Falls DBA Picht's Auto Body and Glass requested the release which has already been approved by The Granite Falls Bank, Granite Falls EDA, and SWIF.

Chad's on time/in full payments have brought his current balance down to \$41,160.23 which was originally closed in May of 2016.

Action Requested:

Approve the RLF Advisory Board Recommendation to approve the release of the \$45,000 certificate of deposit.

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Melissa Streich, Kirk Bustrom, Laura Ostlie

DATE: August 28, 2018

RE: **Planner Update**

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

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

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

Madison Arts Council - Kristi

The city of Madison has contracted with us to help their Arts Council work on their first public art project. A planning grant was submitted August 1st to start their first public art project.

Memorial Park – Kristi

Kristi continues to work with the City of Granite Falls and Memorial Park and their work with the Greater MN Regional Parks and Trails Commission.

Milan TA – Kristi

The Otto Bremer grant was submitted for the fire hall in late June. We continue to look into a SCDP grant for the city of Milan.

Montevideo Arts Project (MAP) - Kristi

We are contracting with artist Victoria Jones to work on the staircase project in Montevideo.

Benson SCDP – Laura

The \$638,250 grant award along with additional leveraged resources, will total \$854,000 in rehabilitation within the city. The goal is to have 20 owner-occupied homes and six commercial business' benefit from the grant that will span through September 2020. At this time, 2 projects have been completed and 15 projects are underway in one stage or another. On the commercial side of things, there is one project with a proceed to work status, four with bids, and one waiting for inspection.

Granite Falls SCDP Admin – Laura

The \$625,888 grant award along with additional leveraged resources, will total \$891,501 in rehabilitation within the city. The goal is to rehabilitate 11 owner-occupied homes, seven rental single-family homes and six commercial business.

We are starting the environmental review and setting up the contracts.

Clarkfield SCDP Admin – Laura

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

Clinton, Graceville and Beardsley SDCP – Laura

On the owner-occupied side of the project, one application is in process currently, 4 projects have bids out, 9 completed, and 8 in the financing or proceed stage. There has been difficulty associated with trying to locate owner occupied properties. Over income applicants, high costs associated with the necessary rehab, and uninsurable housing has all come into play when securing additional project. On the commercial side of things, three projects have been completed already, one in the construction stage, two in the financing stage, and one in the bid process. The grant runs through September 2019.

Browns Valley Grant Admin – Toelle Coulee Flood risk reduction – Kristi and Matt

We were asked to provide grant administration for flooding project between Browns Valley and the DNR. This is an ongoing project.

Lac qui Parle EDA Revolving Loan Fund- Laura

The \$124,999 revolving loan fund is available for any Lac qui Parle business to apply for. New or expanding businesses are eligible for the review process. One application has been approved and RDC staff are working with the other lenders to determine closing dates.

Appleton Revolving Loan Fund-Laura

The USDA grant funded RLF, with leverage from The Appleton Project closed on its first loan in June. Grain Inspection's expansion and relocation project in Appleton will begin its repayment August 1, 2018

Yellow Medicine Housing Assessment Contract Amendment-Canby – Kirk and Laura

In 2016, the UMVRDC was asked to provide technical assistance in helping three communities within Yellow Medicine County with housing assessments. This work included preparing assessment tools, training volunteers and providing mapping services to represent the data collected. The contract was intended to work with Canby, Clarkfield and Granite Falls on housing assessments. At the time, Canby chose not to move ahead with any housing assessment technical assistance. In June, the Canby City Council approved to move forward with housing assessment technical assistance and to utilize existing survey data completed by DSI last year. The original contract had an end date of August 1, 2016. Yellow Medicine County agreed to extend the existing contract to December 31, 2018 to allow for completion of housing assessment technical assistance for the City of Canby. Initial compilation of existing survey data from DSI has been completed and related GIS analysis by RDC staff has begun.

Kerkhoven Planning – Kristi and Laura

Kerkhoven City Council approved the proposed comprehensive planning contract that is set to start Fall of 2018 and will be estimated to last for 18 months.

City of Canby SCDP Application– Kirk and Laura

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

PROGRAM UPDATES:

Federal EDA Planning Grant – Kirk

A number of required plans and reports required as special award conditions pursuant to UMRDC's 3-year planning grant are scheduled for submission by the end of next month. A semi-annual Progress Report on UMRDC's planning grant scope of work for the period ending September 30th is in progress for draft completion, review and submittal. Draft authoring of a required Integrated Economic Development Program Plan is also underway for submittal next month.

Meander – Kristi

We continue to work on the 2018 Meander. Ads will be placed soon. A SMAC grant was submitted in July for the 2019 Meander.

MN River Valley National Scenic Byway - Kristi

A new visitors guide is complete and is being distributed. Our work on the Corridor Management Plan is complete, and we are closing out our large FHWA grant. We have been working on sustainable funding to continue to work with the byway. In the short term, some of the activities will be done through the MNDOT planning grant. We are looking for additional grants and funds.

Prairie Waters Regional Tourism/Get Rural – Melissa

Melissa has been attending city/county board meetings to present an update on the 2018 projects and a preview of the 2019 projected projects. Requests for proposals were sent out for the 2019-2020 Visitor's guide which we will begin this fall. The 2018 Prairie Waters Annual Gathering will be held September 26th at the Wegdahl County Park, more details to come.

UMVRDC Staff and Southwest Initiative Foundation hosted an employer meeting to discuss workforce attraction issues. The goals of the meeting were as follows:

- Learn from employers as to the methods, tactics, and strategies that are being used to recruit talent
- Foster dialogue among the employers in attendance, to share lessons learned and strategies that are working well
- Better understand how the Get Rural MN and Prairie Waters regional marketing programs can add greater value and impact to your efforts

Opportunity Zones – Kirk and Laura

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

2020 US Census Participant Statistical Areas Program – Kirk

RDC staff are coordinating with US Census Bureau staff and regional LUG's for accurate representation of census figures for the upcoming 2020 US Census. Accurate representation for the Census is critical to the work we do and for our LUG's as a multitude of funding criteria for projects and other critical eligibility criteria relates back to census numbers.

CONTRACT DEVELOPMENT:

Regional Fire Departments – Assistance to Firefighters Grant – Kirk

After discussing the possibility of a regional application with Wood Lake Fire Department, RDC staff reached out to the regional coordinator for the grant program who confirmed that a regional application would have an increased likelihood of being funded. RDC staff reached out to all regional fire departments, and as of 05/14/2018 the fire departments of *Big Stone County* – Beardsley and Clinton; *Swift County* – Benson, *Lac qui Parle County* – Madison; *Chippewa County* – Clara City and Milan; and *Yellow Medicine County* – Canby, Clarkfield, Hanley Falls, Porter, St. Leo, Echo and Wood Lake have confirmed an interest in pursuing a regional application in the FY19 grant cycle expected to open this fall.

RDC staff plan to move forward with contract development with the departments which have agreed to participate. Due to the \$1M funding cap, the plan is to split the participants into two separate regional applications; The first, will be the departments of Beardsley, Clinton, Benson, Milan and Madison (with two possible participants pending results of FY18 applications – Bellingham and Danvers). The second, will be the remaining departments of Clara City, Canby, Clarkfield, Hanley Falls, Porter, St. Leo, Echo and Wood Lake.

RTCC – Kristi and Dawn

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

City of Porter Project Funding – Kirk

The city of Porter is considering the development of a subdivision in the community to offer new space for housing. The plan is to develop enough space to offer 8 lots to start with, but keep the possibility for more lots in the future. The city would be looking for assistance in helping pay for the new city infrastructure that would be required including extension of water and sewer, roads and potentially a storm sewer system for this addition. RDC staff have conferred with USDA representatives on funding options and referred the for further investigation. Discussion has also taken place regarding the potential for SCDP funds to address community facilities deficiencies for drainage and flooding mitigation.

Active contracts

Benson SCDP
Clinton SCDP
Lac qui Parle EDA
Montevideo Arts Project
Maynard Museum
Granite Falls Memorial Park TA
LQP County Hazard Mitigation
Swift County Hazard Mitigation
YMC Housing Assessment – Canby
Appleton RLF Administration
Canby SCDP Application

Anticipated Completion

September 2020
September 2019
Ongoing
June 2018
June 2018
June 2018
May 2020
May 2020
August 2018
Ongoing
June 2019

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: August 28, 2018

RE: Director's Report

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

- Spent time looking at our application, hiring process, job description, titles and job responsibilities for a new planner and planner assistant. Revising some of the job descriptions and list of job responsibilities for these new hires.
- Reviewing the new budget and workload. With the current staff shortage, we are temporarily reassigning some projects in the interim until new staff are hired.
- I will continue to fill in on transportation work in Isaac's absence. Kristi is also taking in some meetings.
- Met with Jacki Anderson from Cong Petersons office and Andrew Martin from Sen Klobuchar's office about projects and issues in the UMVRDC region.
- Held a MADO Executive Director conference call to discuss jointly supporting the state broadband coalition and the upcoming NADO conference and next directors meeting.
- Completed performance evaluations for Matt, Kirk and Kristi.
- Melissa and I attended Yellow Medicine and Swift County board meeting to talk about the RDC and Prairie Waters.
- Melissa and I worked with SWIF to coordinate a meeting of regional business leaders to listen to their hiring strategies and issues and ask for input on the Prairie Waters website.
- Held multiple conference calls with the firm we are working with to migrate all of our file server data to Microsoft's cloud environment. Organized several staff meetings to define some redesign ideas for the new file platform.
- As Vice Chairperson for the SW MN Housing Partnership, held several conference calls with the search firm, agency staff and search committee members who are working on selecting the next CEO.
- As a member of the executive search committee for the Center for Rural Policy and Development has several conference calls to confirm a candidate to serve as the next leader for the organization. Julie Tesch was hired as the Center's new director.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: August 28, 2018
RE: RLF Update

LOAN STATUS REPORT

DEFAULTS (90days+)

None

DELINQUENT (less than 90 days)

None

DEFERRED PAYMENTS

None

PAID IN FULL

None

LOANS APPROVED BUT NOT DISBURSED

Swift Machine and Fab- The \$200,000 loan was approved by the UMVRDC Board of Commissioners on May 22nd. \$100,000 for both the Original and Disaster RLF will be financed at 5% for ten years. A date has not been scheduled for the closing yet.

OTHER

One partial application has come into the office that will be working towards being complete for the September RLF Advisory Board's meeting. Please continue to refer any additional "loan leads" to RDC staff to inquire.

RDC will be working during the month of September to provide EDA with our upcoming annual required reporting.

INFORMATIONAL ONLY- No Action requested

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: August 28, 2018

RE: Annual Meeting Recap

This year we had 16 out of 20 board members, 7 staff, as well as a few guests that attended all or part of the tour, meeting/dinner and heard the speakers. We looked at and discussed a variety of projects within the communities of Clarkfield and Granite Falls. We ended the day at the Kilowatt Community Center which included a quick tour of the center. After the business meeting, which was followed by dinner, we enjoyed presentations by guest speakers, Luke Greiner and Susan Brower on Key Demographic Trends and the 2020 Census.

DISCUSSION REQUESTED:

Feedback on the annual meeting tour. Suggestions and or ideas for next year.

RDC BOARD MINUTES-ANNUAL MEETING
Upper Minnesota Valley Regional Development Commission
Kilowatt Community Center – Granite Falls
July 24, 2018

Board Members Present: Jim Dahlvang, Rusty Dimberg, Mark Bourne, Jim Schmaedeka, Gary Johnson, Gary Hendrickx, Windy Block, Roy Marihart, Bill McGeary, Lucas Olson, Debra Lee Fader, Warren Rau, Carrie Bendix, Dawn Regnier

Board Members Absent: Jeff Olson, Gene Stengel, Gene Bies, Diane Kepner, Brett Buer, Brent Olson

Staff Present: Dawn Hegland, Kristi Fernholz, Melissa Streich, Matt Moe, Laura Ostlie, Kirk Bustrom, Jackie Sigdahl

Guests: Luke Greiner, Susan Brower, Pam Ellison, Antonio Franklin, Gary Nelson

Call to Order

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

Pledge of Allegiance conducted

Introductions made

Approve Agenda/Additions

M/S/P – Debra Lee Fader, Mark Bourne made motion to approve the agenda as presented.

Round Robin Discussion:

- *Gary Hendrickx, Swift County:* Kerkhoven is doing comprehensive planning with Swift County match. County is supportive of school referendum.
- *Brent, Big Stone County:* absent.
- *Gary Johnson, Yellow Medicine County:* passed.
- *Rusty, Big Stone County Townships:* The Big Stone County fair was a success. Vicki Oakes will be the grand marshal for Cornfest.
- *Brett, Dawson/Boyd Schools:* absent.
- *James, Chippewa County Townships:* passed.
- *Jim, Chippewa County:* Chippewa County fair begins this week. The new P5 bus garage is being utilized this week during the fair.
- *Mark, LqP County Townships:* passed.
- *Jeff, LqP County Municipalities:* absent.
- *Warren, Swift County Townships:* Waiting to hear on permission to move water downstream. Some townships in county are drafting ordinances for solar & wind facilities. The AAHS has hired a nurse mid-wife.
- *Debra Lee, Chippewa County Municipalities:* Coburn's is closing. FVW & Legion both holding baseball tournaments in August. Additional funds are needed from the state, 66%, to operate the Veteran's Home for the first 3 years.

- *Roy, LqP County:* All is running smoothly. The County Park is applying for funding.
- *Gene, Yellow Medicine County Townships:* absent.
- *Windy, City Administrator:* The pool project is back on track. The tennis courts & basketball court is 50% complete. Road construction in town will begin late August/early September.
- *Diane, Prairie Five CAC, Inc.:* absent.
- *Gene Bies, Yellow Medicine County Municipalities:* absent.
- *Bill McGeary, Benson Schools:* Hoping the school referendum passes in August. The school daycare currently has 139 kids and 30 employees.
- *Lucas Olson, Swift County Municipalities:* 88th Kid Day was great success. The swimming pool has been busy. The golf course has added an outdoor patio. Benson Power shutting down – city’s figuring out what to do with the space and infrastructure.
- *Dawn R, MnWest Community & Technical College:* Yellow Medicine County Fair was good and well attended. Fall semester at MnWest begins August 27th.
- *Carrie, Private Industry Council:* PIC is reaching out to hospitals to work with them on CNA training. Conducting training with offenders to work on skill development.
- *Pam Ellison, LqP EDA:* Working on...apprenticeships with businesses, potential childcare center going in at elementary school, continuing to work on the Dawson childcare initiative, hemp in the county.
- *Antonio, LqP EDA:* Has been with the EDA for 4 months. Been working with businesses helping them get acclimated to the services of EDA. Working on a business expansion survey, working with farmers on the “Frozen Forum” meeting scheduled for February 21-22, 2019 – the theme will be Farm Diversification.

The public hearing opened at 5:52pm for-the-purpose of receiving public comment(s) on the FY19 work plan, budget, indirect cost plan and proposed levy.

1. Consent Agenda Items

- Minutes from June 2018
- June 2018 Treasurer’s Report and List of Bills
- RLF Treasurer’s Report
- Audit Proposals
- Kerkhoven Comprehensive Planning Contract
- Meander Fiscal Agent and Grant Application
- Canby SCDP Application Contract
- Lac qui Parle County Funding Request Contract
- MN River Valley Scenic Byway Update and Matching Funds
- Granite Falls EDA DEED Redevelopment Grant Application Contract
- FY19 Fund Balance Schedule/Policy/Resolution

M/S/P – Gary Hendrickx, Bill McGeary made motion to accept and approve the Consent Agenda Items as follows:

- Approval of the minutes from June 2018
- Approval of the June 2018 Treasurer’s Report along with the payment listings and ACH transactions as presented
- Approval of the lending balances on the RLF Treasurer’s Report of \$265,860.63-original and \$130,619.98-disaster

- Approve contracting with Dana F. Cole & Company to conduct the FY18 audit
- Approve and authorize the executive director's signature on the City of Kerkhoven contract to assist with comprehensive planning
- Approve the fiscal agent agreement between the RDC and Meander with the executive director's signature on the grant application to SMAC
- Approve and authorize the executive director's signature on the contract with the City of Canby to author a small cities development program grant
- Approve the contract with Lac qui Parle County and authorize the executive director's signature on the contract to submit funding request for the county park
- Authorization to utilize \$2000 of matching funds from the levy to match the MnDOT planning grant for Byway activities
- Approve and authorize the executive director's signature on the contract with the Granite Falls EDA to assist with planning, developing and authoring a redevelopment grant and demolition loan program application materials for a project
- Approve the Governmental Accounting Standards Board (GASB 54) policy as well as the FY19 fund balance schedule and the FY19 fund balance resolution

2. Information Items

- a. **Planner Update** – A summary of current projects being worked on in the office by various staff.
- b. **Executive Director's Report** – A brief-summary of projects and tasks that have required Dawn's time and attention.
- c. **RLF Update - Loan Status Report** on the activity of existing loans that have modifications from their original loan as well as any new loans. The FY18 Revolving Loan Fund Annual Report was presented. Both funds scored an A rating from the Risk Rating Notification from EDA-this will allow for more flexibility and brings our allowable cash percentage to 33.83% rather than 25%.

The public hearing closed at 5:55pm. No comments were received.

3. Action Items

- a. Adoption of the FY19 Work Plan, Indirect Cost Plan, Budget and Levy

M/S/P – Jim Dahlvang, Mark Bourne made motion to accept and adopt the work plan, levy, indirect cost plan, and proposed budget for FY19 of revenues of \$959,498 and expenses of \$956,351; and authorize the signatures on the Resolution of Authorization for county tax levies payable in 2019.

- b. Elect Board of Director & Officers

Jim Dahlvang, representing the nominating committee reported that they were nominating Gary Johnson to serve as Chairman for FY19.

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

M/S/P – Jim Dahlvang, Rusty Dimberg made motion to cast a unanimous ballot to elect Gary Johnson as chairman for FY19. 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 – Gary Hendrickx, Rusty Dimberg made motion to nominate and cast a unanimous ballot for Mark Bourne as Vice Chairperson for FY19.

Secretary/Treasurer

M/S/P – Rusty Dimberg, Warren Rau made motion to nominate and cast a unanimous ballot for Gary Hendrickx as Secretary/Treasurer for FY19.

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 – Warren Rau, Jim Dahlvang made motion to certify the board of directors and alternates as presented for FY19.

c. Board Membership Appointments

Public Interest Group Representatives

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

- Community Action – Diane Kepner, Prairie Five CAC Board Member
- City Manager/Administrator/Clerk – Windy Block, Clara City
- Workforce Center – Carrie Bendix, Private Industry Council
- Dean of Career & workplace solutions – Dawn Regnier, MnWest

M/S/P - Gary Hendrickx, Bill McGeary made motion certifying the public interest group representatives to serve on the UMRDC board for FY19.

d. Committee Assignments

M/S/P – Gary Hendrickx, Debra Fader made motion to appoint Rusty Dimberg as representative to ATP-4/TAC and to appoint Jim Dahlvang and Gary Johnson as representatives to ATP-8/TAC for FY19.

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

M/S/P – Roy Marihart, Warren Rau made motion to pay mileage only to Western Minnesota Prairie Waters board members for meetings.

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

Community Development

Gene Bies
Windy Block
Jeff Olson
Lucas Olson
Bill McGeary
Dawn Regnier
Diane Kempner
Warren Rau

Marketing

Debra Lee Fader
Brett Buer
Brent Olson
Carrie Bendix
James Schmaedeka
Windy Block
Roy Marihart

Board Stewardship

Gary Johnson
Mark Bourne
Rusty Dimberg
Gary Hendrickx
Jim Dahlvang
Gene Stengel

M/S/P – Jim Dahlvang, Mark Bourne 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 Massee – 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

Jeff Lopez – County Commissioner
Mitch McKay – Banker Rep.

M/S/P – Jim Dahlvang, Mark Bourne made motion to approve the UMRDC Revolving Loan Fund Advisory committee members for FY19 and to pay per diem and mileage for the appointed UMRDC 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: Jennifer Penoyer – City Rep./Chamber

Appleton: VACANT

Montevideo: Angel Molden - Chamber Rep

Canby: Pat Stanley – City Rep./Chamber

Dawson: Tami Schuelke-Sampson – 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 – Gary Hendrickx, Rusty Dimberg made motion to designate the Prairie Sun Bank as the depository for the UMRDC accounts for FY19 and Farmers and Merchants Bank as the depository for the RLF accounts for FY19.

f. FY19 UMRDC Meeting Schedule

M/S/P – Warren Rau, Debra Fader made motion to approve the FY19 meeting schedule

g. UMRDC Annual Report

M/S/P – Mark Bourne, Carrie Bendix made motion to adopt the 2018 Annual Report.

h. Kerkhoven Hedgehog Request

The city has requested assistance with a comprehensive planning process that is scheduled to begin in the fall of 2018.

M/S/P – Gary Hendrickx, Rusty Dimberg made motion to approve and fully fund the hedgehog request of \$5,000 from the City of Kerkhoven.

i. Canby Hedgehog Request

The city has requested assistance with a Small Cities Development Program grant application. The application is due November 2018.

M/S/P – Warren Rau, Roy Marihart made motion to approve and fully fund the hedgehog request of \$5,000 from the City of Canby.

j. Granite Falls Hedgehog Request

The Granite Falls EDA is requesting assistance with a DEED Redevelopment Grant application. Total cost is \$2500.

M/S/P – Debra Fader, Bill McGeary made motion to approve and fully fund the hedgehog request of \$1250 from the City of Granite Falls EDA.

Adjournment

A motion by Rusty Dimberg, Mark Bourne for adjournment was made at 6:20pm. 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 28, 2018
RE: July 2018 Treasurer's Reports
July 2018 Board Payment Listing

Attached is the treasurer's report for July 2018. On the bottom of the revenue report is the current and year to date pass-thru revenue that is not included on the itemized revenue report. Pass-through items include things like payments to grants recipients; Meander and Tourism ads and special activities; Byway projects as well. At the end of the disbursement report are the agency bank balances for all accounts.

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

ACTION REQUESTED:

For the Commission to approve the July 2018 Treasurer's Report, and Board Payment Listing with all checks (check # 20213–20232) and all ACH transactions.

Encl.

July					
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
	FY19 Budget	Current July	YR-To-DT July	Percent of Budget	
Agency Revenues					
Interest	3,500	1,109	1,109	32%	
Levy	318,000		-	0%	
			-		
Potential HH Grants \$20,000 - will reduce levy as awarded	-		-		
Canby SCDP Grant App	(5,000)		-		
Kerkhoven Comp plan	(5,000)		-		
			-		
			-		
			-		
Match Fiscal Year 19 - will reduce as matched to contracts below			-		
Prairie Waters	(20,000)		-		
Transportation	(13,235)		-		
RLF	(10,000)		-		
Potential grant match	(5,000)		-		
			-		
Miscellaneous	5,000	774	774	15%	
			-		
Agency Equipment Desinated funds	13,983		-		
Economic Development/EDA					
EDA Planning Grant	70,000		-	0%	
Revolving Loan Fund Admin (includes 10,000 match)	62,000		-	0%	
TA Contracts Needed	128,000		-		
Appleton RLF Admin	1,500		-	0%	
Granite Falls Memorial Park FY19	4,400		-	0%	
HM Lqp/Swift Includes (Includes \$10,000 Prior Year HH)	11,160		-	0%	
Kerkhoven Comp Plan (Includes \$5,000 FY19 HH)	10,000		-	0%	
LQP County Park	3,000		-	0%	
LQP RLF Admin	1,500		-		
Madison Public Arts	4,000		-	0%	
Milian TA Contract (\$5,000 total FY18 HH)	7,950		-	0%	
Monte Public Arts CY 2018	4,896		-	0%	
Yellow Medicine Housing - canby	1,625		-	0%	
Grant Writing			-		
Canby SCDP App (Includes 5,000 FY19 HH)	10,000		-	0%	
Dawson Library FY19 (Includes \$2,000 Current Year HH)	500		-		
Granite Falls Redevelopment Grant	2,500		-	0%	
			-		
Grants Admin/Management			-		
Browns Valley Flood Recovery	6,500		-	0%	
SCDP Admin - Benson	14,000		-		
SCDP Admin - CGB	13,784		-	0%	
SCDP Admin - Clarkfield	20,000		-		
SCDP - Admin Granite Falls	14,000		-		
Transportation/Byway/Tourism			-		
Transportation Planning Grant 19 (Includes 13,235 FY 19 Match)	88,235		-	0%	
Prairie Waters/Get Rural (<u>\$20,000 FY19 Match</u>)	161,200		-	0%	
Art Crawl	36,500		-	0%	
Total Revenue	959,498	1,882	1,882	0%	
Pass-Thru Revenue (not included above)		40,855	40,855		

	FY19 Budget			
Expenses				
Salaries/Fringe	709,748	49,055	49,055	7%
Commissioner's Expense				
Per Diem / FICA	10,765		-	0%
Public Officials Ins.	4,500		-	0%
Meeting Expense	1,500	90	90	6%
Travel C&C	6,500		-	0%
Training	3,235		-	0%
Audit	14,000		-	0%
Contract for Services			-	
UMM GIS - Hazard Mitigation	8,160		-	
Eagle Eye Photography - Get Rural	2,500		-	0%
Vidid Marketing - Get Rural	2,000		-	0%
CST Students - Get Rural	1,750		-	
CST Students - General	5,000		-	
Strategic Planning	15,000		-	
Additional Contract work	3,000		-	
Computer Technical Assistance	8,000		-	
Virtual Server	13,983		-	
Copy Charge/xerox lease	4,000	126	126	3%
Depreciation	5,200	298	298	6%
Dues	3,000		-	0%
Insurance	1,300		-	0%
Legal Fees	2,000		-	0%
Miscellaneous	1,000		-	0%
Office Rent	12,210	1,017	1,017	8%
Postage	3,500	291	291	8%
Printing/Advertising	4,500	163	163	4%
RDC Marketing Item	2,000		-	0%
Registration/Conference	4,000	99	99	2%
Repairs/Maintenance	1,000		-	0%
Scholarship	5,000		-	
Software GMS/GIS/General	7,000		-	0%
Sub./Publications	2,000	120	120	6%
Supplies	4,500	240	240	5%
Telephone/Internet	8,000	460	460	6%
Staff Expense			-	
Travel	30,000	921	921	3%
Morale	2,000		-	0%
Wellness	2,000		-	0%
Web Hosting/Maintenance	3,500			0%
Pass Thru Activity				
Meander	23,000	1,306	1,306	6%
Prairie Waters Ads	16,000	0	-	0%
Total Expenses	956,351	54,185	54,185	6%
EXCESS REV. OVER EXP.	3,147	(52,302)	(52,302)	
General Checking	\$ 207,133			
Money Market	\$ 314,228			
Certificate of Deposit	\$ 350,674			
RLF Savings	\$ 614,909			
Agency Auto	\$ 56,776			
Equipment Fund	\$ 31,297			
UMVRDC Secretary/Treasurer	Date	UMVRDC Executive Director		Date

July 2018 Check/ACH Listing

Check#	Check Date	Vendor Name	Check Amount	Description
20213	07/06/2018	Darrell Issendorf Construction	18,050.00	105 washington st s
20214	07/06/2018	DONS FOOD PRIDE	218.32	mtg expenses/supplies
20215	07/06/2018	Federated Telephone, Inc	313.50	internet/charges
20216	07/06/2018	Outdoor News Publications	171.00	ad
20217	07/06/2018	PRAIRIE FIVE CAC	189.00	may admin
20217	07/06/2018	PRAIRIE FIVE CAC	624.00	april admin
20217	07/06/2018	PRAIRIE FIVE CAC	250.00	105 washington st s, beadsley
20217	07/06/2018	PRAIRIE FIVE CAC	250.00	521 center st, clinton
20218	07/06/2018	Ruth Keller	75.00	maint service
20219	07/06/2018	The Appleton Press	2,208.00	meander brochures
20220	07/06/2018	Xerox Corporation	315.28	copier base charge
20221	07/20/2018	Jim Dahlvang	187.18	meeting per diem/mileage
20222	07/20/2018	Warren Rau	60.34	meeting per diem/mileage
20223	07/26/2018	Advocate Tribune	58.00	Subscription renewal
20224	07/26/2018	Chase Card Services	180.62	DH - staff morale
20224	07/26/2018	Chase Card Services	49.89	MM- onstar and pizza
20224	07/26/2018	Chase Card Services	14.29	KF - Staff travel
20224	07/26/2018	Chase Card Services	-192.09	LO refund for hotel
20224	07/26/2018	Chase Card Services	10.57	IJ - staff Travel
20224	07/26/2018	Chase Card Services	112.98	Agency Auto
20224	07/26/2018	Chase Card Services	576.73	MS -
20224	07/26/2018	Chase Card Services	99.00	DH - Nado
20224	07/26/2018	Chase Card Services	315.45	MM- Clockwise and Office supplies
20224	07/26/2018	Chase Card Services	74.56	kb- coffee pot
20224	07/26/2018	Chase Card Services	115.63	MS - google ads
20225	07/26/2018	CITY OF APPLETON	1,016.67	July Rent
20226	07/26/2018	Grants Management Systems, Inc.	90.00	GMS support
20227	07/26/2018	Killowatt Community Center	90.00	Annual meeting room rental
20228	07/26/2018	MN PEIP	6,574.44	August health Insurance
20229	07/26/2018	Montevideo Publishing	62.00	Subscription renewal
20230	07/26/2018	Ortonville Independent	47.25	Public hearing notice
20231	07/26/2018	Swift County DAC	41.68	Car detailing
20232	07/26/2018	USABLE Life	91.70	August Life Ins
ACH	07/05/2018	Federated Telephone, Inc	357.52	July 18 federated telephone bill
ACH	07/01/2018	Delta Dental	600.45	July 18 Dental Insurance
ACH	07/05/2018	MN STATE RETIREMENT SYSTEM	260.00	7/05/18 Staff PR Deferred comp
ACH	07/05/2018	Internal Revenue Service	4,252.33	7/05/18 UMRDC Staff PR taxes
ACH	07/05/2018	State of Minnesota	693.00	7/05/18 Staff State taxes
Direct Deposit	07/05/2018	Upper MN Valley RDC - Staff PR	14,469.91	Staff Direct Deposit
ACH	07/05/2018	PUBLIC EMPLOYEES RETIREMENT ASSOC	2,695.34	7/05/18 staff PR PERA
ACH	07/05/2018	Select Account	1,454.14	7/5/18 staff PR HSA
ACH	07/20/2018	Internal Revenue Service	3,775.41	7/20/18 UMRDC Staff PR taxes
ACH	07/20/2018	State of Minnesota	617.00	7/20/18 Staff State Taxes
ACH	07/20/2018	MN STATE RETIREMENT SYSTEM	260.00	7/20/18 staff PR Deferred comp
ACH	07/20/2018	PUBLIC EMPLOYEES RETIREMENT ASSOC	2,960.69	7/20/2018 staff PR PERA
ACH	07/20/2018	Select Account	1,320.81	5/20/18 Staff PR HSA
Direct Deposit	07/20/2018	Upper MN Valley RDC - Staff PR	12,782.06	Staff Direct Deposit
Direct Deposit	07/20/2018	Upper MN Valley RDC - Commissioners PR	654.79	Commissioners Direct Deposit
ACH	07/31/2018	PRAIRIE SUN BANK	28.00	July 18 direct deposit fee
ACH	07/20/2018	Internal Revenue Service	91.90	7/20/18 Commissioner PR taxes
ACH	07/14/2018	USPS	163.10	PW leads
ACH	07/31/2018	Select Account	13.50	July Select Account Fee
ACH	07/26/2018	USPS	1,305.69	Meander brochures
ACH	07/27/2018	USPS	253.60	Annual Report
			\$ 81,350.23	Total Checks/ACH payments

Pass-Thru Payments

 UMRDC Secretary/Treasurer Date

 UMRDC Executive Director Date

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: August 28, 2018
RE: RLF Treasurer's Report

Financial information presented in this report is separated into the two RLF loan fund pools the UMVRDC currently manages. The report shows the active loans in the RLF portfolios. In the RLF treasurer's report the following information regarding each loan is presented: borrower, loan amount, interest rate, term, the loan pool from which each loan is from, informational notes, and activity detail for the loan transactions.

At the bottom of the report, the balances of the bank accounts are presented. First, the amounts for each RLF loan fund pool are presented as totals. These totals show the total of the outstanding loan balance for each fund and the addition of each corresponding month-end bank balance. Each fund's monthly activity is broken down into the various activities that affect the bank balances and the balances available for lending.

July 2018 Transaction Notes:

- None

ACTION REQUESTED:

To approve the UMVRDC's July 2018 RLF Treasurer's Report with the following available for lending balances – meaning fund balances less the funds already committed to loans that have yet to close: *\$280,577.89 (Original RLF) and \$134,350.99 (Disaster RLF).*

July 2018 RLF TREASURER'S REPORT

		Terms				Reporting Transactions			
Borrower	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Notes	July Payments	Original RLF Balance at 7/31/2018	Disaster RLF Balance at 7/31/2018	
1	Al's Mercantile	50,000		5.00%	10		\$ 538.82	\$ 14,667.26	
2	Anderson TeBeest Funeral Home	69,720		4.50%	7		\$ 970.12	\$ 67,621.29	
3	Barr's/Conroy Electric, Inc.	46,000		4.00%	10		\$ 466.73	\$ 18,898.07	
4	Books by Kelly	20,000		5.00%	5		\$ 121.69	\$ 8,344.62	
5	Clara City Foods, Inc	100,000	100,000	4.00%	10		\$ 2,025.90	\$ 80,736.58	
6	Clarkfield Enterprises, Inc	60,000		4.50%	7		\$ 835.01	\$55,167.00	
7	Clarkfield Family Foods	28,000		4.00%	10		\$ 284.49	\$ 4,297.31	
8	DoMat's	100,000		4.00%	10		\$ 1,013.45	\$ 84,558.69	
9	Granite Falls Dairy Queen, Inc	100,000		4.00%	10		\$ 1,013.45	\$ 43,222.37	
10	Handeland Chiropractic, LLC	33,000		5.00%	10		\$ 365.66	\$ 9,950.81	
11	Jamers 1 Stop		20,000	4.50%	5		\$ 373.86	\$ -	
12	J C & Sons Hardware Inc	70,000		4.00%	10		\$ 709.72	\$ 13,718.25	
13	Kaercher Publications, Inc.	65,520		4.50%	10		\$ 680.04	\$ 29,478.38	
14	KEC of Granite Falls DBA Picht's	50,000		4.00%	10		\$ 507.23	\$ 41,160.23	
15	Lamecker's General Store	25,000		4.00%	5		\$ 461.41	\$ 4,640.26	
16	Lumpy's Inc.	30,000		5.00%	5		\$ 566.14	\$ 26,825.82	
17	Merritt Construction, Inc.	10,000		4.50%	12		\$ 104.64	\$ 4,630.96	
18	Northern Geo, LLC	50,000	100,000	4.00%	10		\$ 1,518.68	\$ 31,469.93	
19	Northern Geo, LLC (2)	60,000	20,000	4.25%	10		\$ 819.50	\$ 52,513.42	
20	Private Industry Council	50,000		4.25%	9.6		\$ 396.39	\$ 7,495.44	
21	R&R Outdoors	11,000		4.00%	10		\$ 31.00	\$ 8,047.20	
22	SEWearable Designs	33,000		4.50%	7		\$ 361.04	\$ 5,902.98	
23	SEWearable Designs (2)	27,250		4.50%	10		\$ 282.41	\$ 24,242.76	
24	SpecSys Inc.	50,000		4.00%	10		\$ 507.23	\$ 7,569.28	
25	Swift Falls Bar & Grill	22,500		4.00%	10		\$ 228.80	\$ 3,375.99	
26	The Dryer Doctors	34,000		4.50%	10		\$ 353.27	\$ 31,486.84	
27	The Sawmill	50,000		4.00%	10		\$ 203.81	\$ 25,730.22	
28	Trish's Catering	38,000		4.25%	10		\$ 390.26	\$ 34,689.93	
29	Western Consolidated Cooperative	100,000	100,000	4.25%	10		\$ 2,049.75	\$ 93,766.16	
		1,382,990	240,000				\$ 18,180.50	\$ 834,208.05	
							\$ 341,408.35		
		Balance of Bank Accounts							
Total Original RLF Funds:		1,214,785.94				Total Disaster RLF Funds:	575,759.34		
Previous month's bank balance	365,860.63				Previous month's Bank Balance	230,619.98			
Loan Repayment	14,551.50				Loan Repayment	3,629.00			
Loan Disbursement	-				Loan Disbursement	-			
July '18 - Bank Interest	165.76				July '18 Bank Interest	102.01			
Admin Transfer -	-				Admin Transfer	-			
Origination, ACH, or Loan Payoff Fees	-				Origination, ACH, or Loan Payoff Fees -	-			
Bank Account Balance at 7/31/2018	380,577.89				Bank Account Balance 7/31/2018	234,350.99			
Committed-Swift Machine	(100,000.00)				Committed-Swift Machine	(100,000.00)			
Balance available for lending	\$ 280,577.89				Balance available for lending	\$ 134,350.99			
UMVRDC Secretary/Treasurer					UMVRDC Executive Director				
Date					Date				

CONSENT MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Matt Moe, Finance Officer

DATE: August 28, 2018

RE: Dana Cole & Company Engagement Agreement

An agreement confirming our understanding of the services provided for our fiscal year 2018 audit by Dana F. Cole & Company. Details of the audit areas and procedures are listed in the agreement.

ACTION REQUESTED:

Authorization for the Executive Director to sign the agreement with Dana Cole & Company for auditing services for fiscal year 2018.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: August 28, 2018

RE: Maynard Museum TA Contract

The UMVRDC has been asked to continue to implement and coordinate programs for their historical city museum. The contract is for up to \$8,000 for technical assistance, grant writing, and incidentals.

ACTION REQUESTED:

Authorization for the Executive Director to sign the Technical Assistance agreement with the city of Maynard for the Museum TA Contract.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

CONTRACT FOR PROFESSIONAL SERVICES

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF MAYNARD
FY19-05 MAYNARD MUSEUM TECHNICAL ASSISTANCE

WHEREAS, this Contract for Services is by and between the City of MAYNARD, MINNESOTA, hereinafter referred to as the CITY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMRDC; and

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

WHEREAS, the nature of the said services is to assist the CITY with implementation, meetings and grant writing; and

WHEREAS, the UMRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning September 1, 2018; and

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Meet with a local collections committee
 - Attend up to 4 meetings as needed
 - Provide information to the group to make decisions on future projects and grants.

- Coordinate museum projects as directed by the committee.
25 hours @ \$80/hr = \$2000 + \$400 incidentals
- B. Research and write Grants for the Maynard Museum
- As directed by the collections committee and the CITY, research and write grants to MNHS to hire a consultant to create an exhibit and interpretive plan for the museum. Grants could include
 - MNHS Small grant for a Conditions Assessment with an ADA plan.
 - Oral history project
 - Other grants as directed by committee
- 50 hours @ \$80/hr = \$4000
- C. Implement grants for the Maynard Museum
- Once grants are procured, provide technical assistance to help implement the grant.
20 hr @ \$80/hr = \$1600

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project;
- B. Provide the UMRDC with documents as needed to complete grants;
- C. Provide assistance and input on future projects and grants via a local collections committee or other means;
- D. If needed, pay for all cost related to public hearings and corresponding publications and notifications;
- E. Be the fiscal agent for grants;
- F. Compensate the UMRDC in accordance with Section IV of this Contract;

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed September 1, 2018 – June 30, 2019;
- B. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMRDC shall be compensated for services provided in Section I of this Contract;
- B. The CITY agrees to pay the UMRDC the amount of \$8,000. This amount is based on an \$80.00 per hour rate for services described in Section 1.
- C. The breakdown is as follows:
 - a. Technical Assistance: \$2,000
 - b. Grant Writing: \$4,000
 - c. Implementation TA: \$1,600
 - d. Incidentals are estimated at \$400. Supplies and copies will be billed at actual cost. Mileage will be billed at federal reimbursement rate.
- D. The UMRDC will provide the CITY with a final invoice indicating services provided and the total amount due;
- E. In the event the service described in Section I is expected to exceed the time estimate provided, or the CITY requests additional service from that described in Section I, and such services are to be completed by the UMRDC, the UMRDC shall be entitled to additional compensation as agreed to by both the UMRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

SECTION V. GENERAL PROVISIONS

- A. Liability
The CITY agrees to waive the UMRDC and the UMRDC's commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.

B. Termination

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

In the event of termination, the CITY shall be obligated to the UMRDC 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.

C. Severability

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

SECTION VI. ACCEPTANCE

The UMRDC and CITY hereby accept this Contract. The parties hereto have caused this Contract to be duly executed.

EXECUTIVE DIRECTOR
UMRDC

AUTHORIZED REPRESENTATIVE

Title: _____

Date: _____

Date: _____

ATTEST:

Title: _____

Date: _____