



BOARD MEETING AGENDA
June 27, 2017 - 6:30 PM

Pledge of Allegiance

Introductions

Approve Agenda/Additions

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

1. **Action Items**

- a. July 3rd Office Closure
- b. Transit Plan Adoption
- c. Annual Meeting Schedule
- d. FY17 Fund Balance/Policy/Resolution
- e. FY 17 Budget Revision
- f. FY18 Levy Recommendation
- g. FY 18 Draft Budget
- h. FY 18 Draft Statement of Indirect and Direct Expenses
- i. Lac qui Parle County Hedgehog Request
- j. Swift County Hedgehog Request
- k. Yellow Medicine County Hedgehog Request
- l. Granite Falls Hedgehog Request
- m. Dawson Hedgehog Request

2. **Information Items**

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

3. **Discussion Items**

- a. BHAG Recap
- b. Nominating Committee

4. **Consent Agenda Items**

- a. Minutes from April 25, 2017
- b. May's 2017 Treasurer's Report and Board Payment Listings
- c. RLF Treasurer's Report
- d. Yellow Medicine County Bonding Application
- e. Granite Falls Memorial Park Technical Assistance Contract
- f. Milan ArtPlace Listening House
- g. Lac qui Parle & Swift County Hazard Mitigation Contracts
- h. Granite Falls SCDP Application Contract
- i. Dawson MNHS Grant Application
- j. Byway MNHS Partnership Amendment

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

Staff Presentation:

Citizen Comments:

Adjournment:

ANNUAL MEETING JULY 25TH IN KERKHOVEN @1PM

UMVRDC Mission Statement

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

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 27, 2017

RE: July 3rd Office Closure

I would like to request board approval to close our office on Monday, July 3 and allow employees to use any of their leave time for this day off. This gives all employees and opportunity for a longer holiday weekend.

ACTION REQUESTED:

Authorization to close the UMVRDC office on Monday, July 3, 2017 and allow all staff to use any of their accumulated leave time for that day off.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Jason Brisson, Planner
DATE: June 27, 2017
RE: 2017 Local Transit – Human Service Coordination Plan

The UMVRDC has been working over the last year to develop the 2017 Local Transit-Human Service Coordination Plan that MnDOT contracted with all RDCs to complete. The purpose of the plan is to create a comprehensive document to help state and local community leaders, organizations and agencies involved in human service transportation and public transit services to cooperate and coordinate programs and develop action plans for the delivery of services. In communities who practice coordination and cooperation the results should be improved services, lower costs and improved access, which benefits the customer. Transit projects in the region that are seeking the various state and federal funding sources through MnDOT must submit projects that are consistent with this plan.

In early June, a copy of the draft plan was posted on the RDC website. Only a 2-page summary has been attached to this memo for your review due to the size of the document.

A regional steering committee and a public meeting with a larger group of human service transit stakeholders identified the strategies in this plan. These stakeholders were also asked to provide comment on the final draft plan, in addition to news releases throughout the region asking for public comment on the plan. A few corrections regarding available community services were identified through public comment, the rest of the document has not changed since the draft version.

The entire plan for our region is and will remain on the RDC's website www.umvrdc.org under "What We Do" and "Transportation".

ACTION REQUESTED:

Adopt the 2017 Local Transit-Human Service Coordination Plan for the five-county area of the Upper Minnesota Valley Regional Development Commission.

Enc.

Region 6W 2017 Local Human Service – Public Transit Coordination Plan

What Is This For?

This plan update is required by Federal transit law to access federal funding for transit. The goal of transit coordination is to enhance transportation access by minimizing duplication of services and facilitating the most appropriate and cost-effective transportation possible with available resources. The purpose of coordination between human services and public transit coordination is to improve transportation services for all, but with special focus on persons with disabilities, older adults, and individuals with low incomes. Under Minnesota Statutes, MnDOT must meet 90 percent of total transit service needs in Greater Minnesota by 2025.

Data Collection

Tools

- Organizational Questionnaire
- Rider Survey
- Organizational Focus Group
- Individual Focus

What Was Done?

A steering committee was convened and met three times to provide guidance on the plan update. A full-day transit workshop was also hosted by the RDC. The following data collection tools were utilized throughout the process: an organizational questionnaire, a rider survey, an organizational focus group and an individual focus group.

What Was Learned?

- 87% of the respondents surveyed indicated that they do not have any other means of transportation than their transportation service
- The most common purpose for transportation services was medical (50%), followed by work (30%), other (29%) and shopping/errands (21%)
- When asked what would allow them to ride the transportation services more frequently, 74% selected longer service hours. On-time service and reliability was the next most popular desired improvement
- The largest age category of transit ridership in Region 6W is the 35-44 age category (see Table 1)

87% of the respondents surveyed indicated that they do not have any other means of transportation

Age Group	Percentage
Under 18	0%
18-24	23%
25-34	14%
35-44	36%
45-54	14%
55-64	0%
65 or older	14%

Table 1 – Region 6W Transit Ridership

- The high volume of clients needing door-through-door service could be a challenge as the public transit systems currently serving the region do not officially provide door-through-door service but have historically provided it with their regional ride service
- Common threads throughout all the data collected were the need for weekend and evening service and increased reliability. Reliability is a broad topic but some common themes included:
 - Service bottlenecks during peak times
 - Scheduling errors
 - Delays

What’s Next?

The steering committee for the plan update identified several projects aimed at improving transit coordination in Region 6W. The projects identified are listed in Table 2.

Explore supplemental transportation options (such as ride-sharing services like Liberty Mobility, Uber)	Expand the hours and days that public transit is offered	Increase coordination between providers to ensure the appropriate ride service is being utilized	Improve proactive communication between transit providers and riders	Create an informational and marketing hub for the region	Improve notification times of confirmed rides
Increase the driving staff of the current transportation organizations	Implement a discount for first-time riders	Continue ongoing marketing strategies for the region	Increased communication between hospitals, human service agencies and public transit providers	Increased cooperation and coordination between hospital staff leadership and public transit leadership	Utilize local 5310 vehicles during evenings and on the weekend when they are not being utilized by their agency
Increase driver pay at our current transportation organizations	Partner with churches to explore additional options for weekend service and create a volunteer ride directory	Continue prepay cards that offer discounted rates to riders	Increase the van fleet of the region (providers and city-owned)	Incentivize volunteer drivers to increase the number and availability of volunteer drivers	Continue to refine systems used for scheduling rides far in advance

Table 2 – Plan Update Projects

Region Transportation Coordination Council

The Minnesota Departments of Transportation and Human Services, in collaboration with other state agencies, are working with the Metropolitan Council and other local governments and organizations to create regional transportation coordination councils as appropriate throughout Minnesota. Coordination between transportation providers and service agencies has been a goal and strategy to fill transportation gaps, provide more service with the same or fewer resources, streamline access to transportation and provide customers more options of where and when to travel. The RTCC serving Region 6W is expected to be convened early 2018 and will be tasked with assisting with projects identified in the 2017 plan update.



ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 27, 2017
RE: Annual Bus Tour Update

Staff have been planning a ½ day tour in Kerkhoven on the day of our annual meeting. Laura and I met to discuss ideas for the RDC Annual meeting and bus tour.

Tentative Schedule

- 1pm Meet at Kerkhoven Community Room (208 10th St, Kerkhoven, MN 56252) where we will share the schedule for the day and combine to carpool to Dublin Dairy (RLF Loan) for a tour
- 2:45pm Return to Lameckers General Store (RLF Loan) for a tour
- 3pm Tour of KMS Safe Route projects
- 4pm Return to Kerkhoven Community Room for panel discussion from:
- City of Kerkhoven & EDA -Current project and future needs
 - Swift County- Housing Incentive, Broadband Project, and Daycare Grants
- 5:30 UMRDC Annual Business Meeting
- 6:30 dinner catered by Brinks (RLF Loan)
- 7pm possible entertainment by “Granny”

ACTION REQUESTED:

Confirm attendance for the July 27th RDC tour.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: June 27, 2017
RE: FY17 Fund Balance Schedule/Policy/Resolution

A requirement of GASB #54 is that the attached policy and fund balance schedule be reviewed each year to ensure that there are sufficient unassigned general fund dollars. A copy of the policy and resolution is enclosed for your review and approval. Also for your review is a copy of the draft FY18 Fund Balance Schedule as a comparison to the FY17 schedule.

ACTION REQUESTED:

For the Commission to approve the existing Governmental Accounting Standards Board (GASB 54) policy with no changes; the FY17 Fund Balance Schedule as presented with the FY 18 draft with comparison to FY17.

PURPOSE

The purpose of this policy is to establish new fund balance classifications to allow for more useful fund balance reporting in compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB), to ensure the financial stability of the Upper Minnesota Valley Regional Development Commission (UMVRDC), and to provide a reserve enabling the UMVRDC to deal with unforeseen budget expenditures and revenue shortfalls.

GENERAL STATEMENT OF POLICY

The policy of the UMVRDC is to classify its fund balances based on the nature of the particular net resources reported by the UMVRDC. Fund Balance categories will be identified according to the guidelines in Governmental Accounting Standards Board (GASB) Statement No. 54. Fund Balance categories will include Non-spendable, Restricted, Committed, Assigned and Unassigned.

DEFINITIONS

- A. **Non-spendable Fund Balance** – represents amounts that are not in a spendable form - such as Inventory, Postage, Prepaid Expenses, Accrued Interest Receivable, Taxes Receivable, and Fixed Assets.
- B. **Restricted Fund Balance** – represents amounts that can be spent for only the specific purposes stipulated by constitution, external resource providers, or through enabling legislation- such as grants, pass-through funds etc. Restrictions may be changed or lifted only with the consent of the resource provider.
- C. **Committed Fund Balance** – represents amounts that can only be used for the specific purposes determined by the UMVRDC Board. It requires formal action by the UMVRDC Board to remove or change the constraints placed on these resources - such as amounts committed for vacation, unemployment claims, and the medical reimbursement plan.
- D. **Assigned Fund Balance** – represents amounts assigned by the UMVRDC for a specific purpose determined by the UMVRDC Board. Including but not limited to: between tax settlements; matching contribution; and
- E. **Unassigned Fund Balance** – represents resources available to meet current and future years' expenditures - such as the general fund balance.

ORDER OF RESOURCE USE

UMVRDC hereby establishes the following order for resource use: Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance. Journal entries at the end of the fiscal year may be used to accomplish this.

COMMITTING FUND BALANCE

A majority vote of the Commission is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

ASSIGNING FUND BALANCE

UMVRDC Board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. Requested changes in assignments must be presented to the UMVRDC Board prior to any change in the designation of funds.

The Commission will endeavor to assign at least 25% of the UMVRDC's General Fund operating budget, excluding those accounts associated within the restricted category. Amounts reported as assigned should not result in a deficit in the unassigned fund balance.

Use of an existing fund balance to eliminate a budgetary deficit in the subsequent year's budget satisfies the criteria to be classified as an assignment of fund balance. The amount assigned cannot be greater than the budget deficit.

REVIEW

Upon completion of the audit, Commission will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level to determine if further action is required.

Chairman (UMVRDC)

Date

ATTEST: _____
Executive Director (UMVRDC)

Date



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
 Helping Communities Prosper

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

RESOLUTION
#17-08
FY17 Fund Balance
Governmental Accounting Standards Board (GASB) 54 Regulations
June 27, 2017

WHEREAS, the Governmental Accounting Standards Board (GASB) has implemented GASB 54 to establish a new fund balance classification system; and

WHEREAS, the Upper Minnesota Valley Regional Development Commission (UMVRDC) needs to provide a reserve enabling the UMVRDC to deal with unforeseen budget expenditures and revenue shortfalls; and

WHEREAS, the UMVRDC needs to establish a process for designating funds; and

WHEREAS, the following categories will be used in classifying funds according to the definitions;

- A. **Non-spendable Fund Balance** – including but not limited to: Prepaid Expenses, Postage, Accrued Interest Receivable, Taxes Receivable, Inventory, Fixed Assets; and
- B. **Restricted Fund Balance** – represents amounts that can be spent for only the specific purposes stipulated by constitution, external resource providers, or through enabling legislation such as Revolving Loan Fund (RLF) amount for relending; Byway Savings. Any change in use requires formal action by the resource provider; and
- C. **Committed Fund Balance** – represents amounts committed for specific purposes determined by the UMVRDC Board. It requires formal action by the UMVRDC Board to remove or change the constraints placed on these resources. Including but not limited to: Committed for vacation; sick; unemployment; medical reimbursement allocation; flex account; and
- D. **Assigned Fund Balance** – represents amounts assigned by the UMVRDC for a specific purpose determined by the UMVRDC Board. Including but not limited to: between tax settlement; matching contribution; and
- E. **Unassigned Fund Balance** – represents resources available to meet current and future years' expenditures – general fund balance; and

BE IT RESOLVED, that the UMVRDC Board will assign fund balances as needed. Requested changes in assignments must be presented to the UMVRDC Board prior to any change in the designation of funds; and

ALSO, BE IT RESOLVED, that the following order for resource use will be followed: restricted funds, committed funds, assigned funds and unassigned funds; and

ALSO, BE IT RESOLVED, that the UMVRDC Board will conduct an annual review of the sufficiency of the above listed designations.

 Chairman (UMVRDC)

 Date

ATTEST: _____
 Executive Director (UMVRDC)

 Date

**Upper MN Valley Regional Development Commission
FY17
FUND BALANCE DESIGNATION SCHEDULE
6/27/2017**

FY17 Schedule Non-Spendable	Proposed FY18 Schedule Non-Spendable
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Inventory
Prepays

Inventory
Prepays

Restricted

Revolving Loan Fund - (for relending)
Scenic Byway Savings

Restricted

Revolving Loan Fund - (for relending)
Scenic Byway Savings

Committed

- * Sick Leave Designation
- ** Vacation Designation
- Unemployment Designation (\$10,000)
- *** Medical Reimbursement Allocation (\$18,000)
- Flex Account

Committed

- Sick Leave Designation
- Vacation Designation
- Unemployment Designation (\$10,000)
- Medical Reimbursement Allocation (\$18,000)
- Flex Account

Assigned

Between Tax Settlements (\$100,000)
Matching Requirements

Assigned

Between Tax Settlements (\$100,000)
Matching Requirements

Unassigned

Fund Balance

Unassigned

Fund Balance

Gary Johnson
UMVRDC Chairman - Date

Dawn Hegland
UMVRDC Executive Director - Date

- * The sick leave fund will be adjusted at the end of the year by taking the applicable rate of the year end accrual listed in the year to date cost allocation report.
- ** The annual leave fund will be adjusted at the end of the year by the amount listed in the year to date cost allocation report.
- *** Medical Reimbursement Allocation is \$1,600/year per employee with single coverage, \$3,200/year per employee with family coverage.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: June 27, 2017
RE: FY17 Budget Revision

The budget that is approved by the board at the July annual meeting changes significantly during the year. In the past few years we have had a plug amount in technical assistance that could be reduced as new contracts came in to balance the budget. We do not have any place in expenses that allow that. We did a budget revision in January to address the variances at that time. With year-end nearing, I decided to do a second budget revision to more accurately reflect the current fiscal year. I did several changes to the contracts on the revenue side. With a couple of planner positions being open during the year, projects and contracts will be deferred into FY18 so only a portion of them will be recorded in FY17. We also had budgeted for \$60,000 in reserves to help with the overlap with the finance position. It is nice to say that only \$28,000 of that reserves will be needed. On the expense side of the budget, expenses were adjusted to reflect year end actuals.

I recommend doing a budget revision each June so that the budget in the audit is closer to the actual at year end. This is not required but I think it makes our audit look better.

ACTION REQUESTED:

For the Commission to approve the FY17 Budget Revision as presented.

Encl.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Matt Moe, Financial Officer

DATE: June 27, 2017

RE: FY18 Levy Recommendations

Below is the levy breakout for the current fiscal year and a proposed levy for FY18 which includes a three percent increase (the maximum we can increase per year as stated in MN Statute). For 2018, the levy has been estimated at \$315,631 which is an increase of \$9,193. The amount paid per county is based on each county's share of the Region's net tax capacity. The state sends out a distribution breakdown usually towards the end of July and at that time I will provide you with the actual percentage breakout as well as certify that amount with each county auditor. Until we receive the actual percentage breakout from the state we used the percentages provided from the previous fiscal year.

FY17 Levy Division			FY18 Draft Levy Division			Proposed Increase
		306,438			315,631	9,193
Big Stone County	10.93%	33,488	Big Stone County	10.93%	34,492	1,005
Chippewa County	22.60%	69,244	Chippewa County	22.60%	71,322	2,077
Lac Qui Parle County	18.30%	56,092	Lac Qui Parle County	18.30%	57,775	1,683
Swift County	24.28%	74,404	Swift County	24.28%	76,636	2,232
Yellow Medicine County	23.89%	73,210	Yellow Medicine County	23.89%	75,406	2,196
Total	100.00%	\$ 306,438	Total	100.00%	\$ 315,631	\$ 9,193

Continued on the next page is a table that shows where the levy dollars are allocated.

Proposed FY18 Levy

RDC's are authorized to impose a levy on all taxable property in the Region to pay staffing and operation cost. The amount paid by each county is based on the county's share of the Region's net tax capacity. It is anticipated that we will not receive our total levy because the counties are not able to collect 100% of the taxes due. Below is a table showing where we plan to allocated the FY18 levy as well as information on previous years.

		FY18	FY 17	FY 17	FY16	FY15	FY14
Total Levy with 3% increase		\$ 315,631.00	\$ 306,438.00	\$306,438.00	\$ 295,897	\$ 284,525	\$ 275,413
		\$ 310,000.00	\$ 300,000.00	\$300,000.00			
Expense	Description	Budget	Actual thru 05/31	Budget	Final	Final	Final
Commissioner's Expense	Per diem, travel, meeting costs, training, insurance	25,000	17,729	25,000	19,041	\$21,115	\$21,184
Salaries/Fringe/Indirect	Staff unbillable/contract development/marketing	17,715	10,067	55,000	34,670	\$30,097	\$34,032
Salaries/Fringe/Indirect	Executive Director, Leadership Team	97,878	81,975	114,000	100,040	\$53,785	\$91,467
Salaries/Fringe/Indirect	Finance Transition		67,384				
	NADO -Dawn	13,000	12,056	13,000	11,176	\$15,496	
	HRAC-Kristi	3,000	3,435		4,168		
Direct Expense	Expenses not allowed in indirect pool, ie. Dues, some travel & ad's ect.	53,180	10,333	15,000	10,892	\$10,115	\$22,122
Staff Development & Training		11,000	13,493	11,000	12,209	\$11,116	\$1,829
Hedge Hog Grants		20,000	1,300	20,000	20,000	\$20,000	\$24,000
Match							
EDA Planning Grant	50%					\$0	\$1,664
RLF	~20%	20,000	10,000	10,000	18,396	\$4,820	\$0
Transportation	15%	13,235	13,235	13,235	16,782	\$13,235	\$13,236
Prairie Waters	~20%	20,000	20,000	20,000	20,000	\$20,000	\$23,849
Byway Corridor Management	20%		-	-	-	\$13,088	\$8,815
Safe Routes for Schools	14%		-	-	-	\$11,820	\$0
Statewide CEDS	50%		-	-	-	\$6,666	\$0
SMAHC			-	-		\$497	\$497
CERTS			3,750	3,000	6,973	\$20,214	\$161
Potential Grant Match Reserve		5,000				\$5,000	\$0
Bladin rural connect			5,000		7,000		
Blandin IT FY 16					2,000		
Local foods (Jan 2016-April 2017)					2,600		
Miscellaneous & Overrun		5,000	11,200		2,378	\$15,799	\$13,599
Scholarship		5,000					
Projected Total Levy Allocation		309,008	280,957	299,235	\$288,326	\$272,863	\$256,455
Balance		\$992.00	\$19,043.00	\$765.00	\$7,571.49	\$11,662.00	\$18,958.17

ACTION REQUESTED:

Board of Directors Hendrickx and Dimberg recommend the inclusion of a 3% levy increase (for a total of \$315,631) in the FY18 budget for the July 2017 UMRDC public meeting.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Matt Moe, Finance Officer

DATE: June 27, 2017

RE: FY18 Draft Budget Recommendations

Attached is the Fiscal Year 2018 budget. The bolded project revenue in the budget is our \$138,000 shortfall in technical assistance contracts. Staff is working hard to secure the contracts needed to balance the FY18 budget.

	Beginning shortfall	Ending balance
FY09	-124,000	+21,281
FY10	-25,000	+81,065
FY11	-30,000	+166,744
FY12	-43,000	+61,021
FY13	-97,000	+21,459
FY14	-61,000	+30,802
FY15	+13,856	+129,755
FY16	-247,000	+18,638
FY17	-202,248	Anticipating \$28,000 of reserves
FY18	-136,730	

Please note that this budget includes a 3% levy increase

Each year we prepare the draft budget and ask the RDC in June to recommend it for presentation at the public meeting as part of our RDC annual meeting in July. The RDC has the public meeting as part of the annual meeting and based on comments received adopts it in July. It is not unusual that between now and July we might have an additional contract to add (reducing the shortfall) if that is the case staff will point that addition out in July prior to the adoption process.

ACTION REQUESTED:

To approve using the attached draft FY2018 UMRDC budget for the public hearing at the July 25, 2017 RDC annual meeting.

**Upper MN Valley RDC
Proposed FY 18 Budget**

REVENUES	Proposed FY18 Budget	FY17 Budget
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GENERAL FUND		
Interest	3,500	3,500
Levy (Includes a 3% increase)	310,000	300,000
Potential HH Grants \$20,000 - will reduce levy as awarded	0	0
Danvers AFG		(750)
MACCRAY Safe Routes Grant Application		(550)
Match Fiscal Year 18 - will reduce as matched to contracts below		
Prairie Waters	(20,000)	
Transportation	(13,235)	
RLF	(20,000)	
Prior Year HH and Match used	(43,407)	(24,940)
Miscellaneous	5,000	5,000
Reserves		27,299
CONTRACTS		
New Contracts needed	138,000	
Appleton Technical Assistance FY17	12,000	18,000
Blandin Feasibility Study		45,000
Blandin IT II		2,600
Blandin Rural Connect II		20,000
Blandin IT regional Network (Includes \$2,000 of FY16 Match)		2,427
Byway Corridor Management Plan (Includes 5,469 Prior Year Match)	19,545	11,349
Byway Heritage Partnership Grant		32,600
CERTS	2,400	27,000
Certs GreenStep Cities	2,380	
Chippewa County PACE	1,500	375
Chippewa County Broadband		5,000
Danvers AFG (includes \$750 FY17 HH)		1,500
Dawson Boyd SRTS		1,500
EDA Planning Grant	70,000	54,628
Granite Falls Flood Mitigation Closeout		225
Granite Falls Memorial Park	5,900	7,235
HM Lqp/Swift	67,870	7,500
KMS Safe Routes to School Implementation		23,748
Local Foods System Project		6,550
Lqp Park Plan (Includes \$3,937.50 Prior Year HH)	22,150	350
Maynard Museum	2,193	3,475
Meander	36,500	46,000
Monte Public Arts CY16		750
Monte Public Arts CY17	4,050	2,950
Monte Arts RR		3,450
Monte Arts Tractor Project	2,325	675

Prairie Waters (\$20,000 Prior Year Match, and \$20,000 Current year Match)		168,220	96,220
Revolving Loan Fund Admin (Includes 20,000 FY 18 Match)		55,000	50,000
SCDP Admin- Appleton		12,744	11,770
SCDP Admin - CGB		27,470	16,380
SCDP Admin - Clara City			9,297
SWMHP Artplace grant			2,700
SWMNHP Milan Listening House		9,000	
Transit Plan			26,000
Transportation Planning Grant 18 (Includes 13,235 FY 18 Match)		88,235	
Transportation Planning Grant 17		17,000	60,000
YM Broadband			5,000
YM Data Plan			6,000
YM Windshield Survey			1,159
Grant Writing			
Benson SCDP			8,000
Clarkfield SCDP			4,783
Dawson Library		3,750	1,600
Granite Falls SCDP APP (Includes \$4,000 Prior Year HH)		8,000	
LQP EDA Grant App			5,000
MACCRAY Safe Routes Grant Application (\$550 FY 17 HH)			1,100
	Total Revenue	998,090	939,455

	FY18	FY17
Expenses	Budget	Budget
Salaries/Fringe	712,460	624,745
Commissioner's Expense		
Per Diem / FICA	10,765	11,000
Public Officials Ins.	4,500	4,500
Meeting Expense	1,500	2,000
Travel C&C	5,000	7,500
Training	3,235	0
Audit	14,000	14,000
Contract for Services	36,000	20,000
Strategic Planning	15,000	0
Computer Technical Assistance	12,000	12,000
Email	2,400	2,400
Virtual Server	5,000	5,000
Copy Charge/xerox lease	4,500	4,500
Depreciation	7,200	9,000
Dues	3,000	5,000
Insurance	1,300	1,300
Legal Fees	2,000	12,000
Miscellaneous	1,000	1,000
Office Rent	12,210	12,210
Postage	6,500	5,000
Printing/Advertising	4,500	6,000
RDC Marketing Item	2,000	2,000
Registration/Program Specific	4,000	4,000
Repairs/Maintenance	1,500	1,500
Software GMS/GIS/General	7,000	6,000
Sub./Publications	2,000	2,000
Supplies	6,500	6,500
Telephone/Internet	8,500	
Staff Expense		30,000
Travel	35,000	10,000
Training	11,000	2,000
Morale	2,000	2,000
Wellness	2,000	6,000
Web Hosting/Maintenance	3,500	3,500
Pass Thru Activity		
Blandin Contract		42,000
Byway CMP	3,750	1,800
Meander	23,000	25,000
Prairie Waters Ads	21,000	36,000
Total Expenses	996,820	939,455
EXCESS REV. OVER EXP.	1,270	-

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: June 27, 2017
RE: FY18 Draft Statement of Indirect Costs & Direct Expenses

Attached for your review is our working draft of the FY18 statement of indirect costs and a worksheet showing the breakdown between direct and indirect expense. The RDC has used the indirect cost process as a fair and equitable way of distributing expenses across agency program areas. All costs that can be identified specifically to a program area are charged directly. Expenses that are not easily identifiable with a specific program are charged to the indirect cost pool. These expenses are shared among programs that benefit by dividing the total of expenses charged to the indirect pool by the number of direct hours to establish an hourly rate. For each hour charged to a program the hourly indirect rate is also charged to that program.

Staff will continue to refine these documents and will present the revised document at the July annual meeting for approval.

ACTION REQUESTED

To recommend the draft FY18 statement of indirect costs be presented at the annual RDC public meeting in July.

Enclosures

				1h	
FY18 Proposed Direct / Indirect Allocation					
	TOTAL	DIRECT	INDIRECT		
Projected Expenses FY18	Expenses	Expenses	Expenses		
Salaries	471,011	341,140	129,871		
Fringe Benefits	241,450	174,876	66,574		
Commissioner's Expense		-			
Per Diem	10,000	10,000	0		
FICA	765	765	0		
Public Officials Ins.	4,500	4,500	0		
Meeting Expense	1,500	1,500	0		
Travel C&C	5,000	5,000	0		
Training	3,235	3,235	0		
Audit	14,000	-	14,000		
Contract for Services	36,000	36,000	0		
Strategic Planning	15,000	15,000	0		
Computer Technical Assistance	12,000	-	12,000		
Email	2,400	840	1,560		
Virtual Server	5,000	2,500	2,500		
Copy Charge/xerox lease	4,500	-	4,500		
Depreciation	7,200	-	7,200		
Dues	3,000	2,000	1,000		
Insurance - Liability	1,300	-	1,300		
Legal Fees	2,000	1,000	1,000		
Miscellaneous	1,000	-	1,000		
Office Rent	12,210	-	12,210		
Postage	6,500	1,500	5,000		
Printing/Advertising	4,500	-	4,500		
RDC Marketing	2,000	2,000	0		
Registration - Conference	4,000	2,000	2,000		
Repairs/Maintenance	1,500	500	1,000		
Software GMS/GIS/General	7,000	-	7,000		
Sub./Publications	2,000	-	2,000		
Supplies	6,500	-	6,500		
Staff Costs					
Travel	35,000	33,000	2,000		
Training	11,000	11,000	0		
Morale	2,000	2,000	0		
Wellness	2,000	2,000	0		
Telephone/Internet	8,500	3,000	5,500		
Web Hosting/Maintenance	3,500	-	3,500		
Pass Thru Activity		-			
Byway CMP	3,750	3,750	0		
Meander	23,000	23,000	0		
Prairie Waters Ads	21,000	21,000	0		
Total	996,820	703,105	293,715		

FY18 - JULY 1, 2017 THRU JUNE 30, 2018

STATEMENT OF INDIRECT COSTS

		General Pool		Communications Pool	Total
Salaries	114,674		15,197		129,871
Release Time/Fringe	58,784		7,790		66,574
	-----	173,458		22,987	
Audit		14,000		-	14,000
Contract for Services				-	-
Intern		-		-	-
Strategic Planning		-		-	-
Computer Technical Assistance		12,000		-	12,000
Email		1,560		-	1,560
Virtual Server		2,500		-	2,500
Copy Charge/xerox lease		2,000		2,500	4,500
Depreciation		7,200		-	7,200
Dues		1,000		-	1,000
Insurance - Liability		1,300		-	1,300
Legal Fees		1,000		-	1,000
Miscellaneous		1,000		-	1,000
Office Rent		12,210		-	12,210
Postage		4,500		500	5,000
Printing/Advertising		3,500		1,000	4,500
RDC Marketing Item		-		-	-
Registration - Conference		2,000		-	2,000
Repairs/Maintenance		1,000		-	1,000
Software GMS/GIS/General		7,000		-	7,000
Sub./Publications		2,000		-	2,000
Supplies		5,500		1,000	6,500
Staff Costs					
Travel		1,500		500	2,000
Training		-		-	-
Morale		-		-	-
Wellness		-		-	-
Telephone/Internet		5,500		-	5,500
Web Hosting/Maintenance		1,500		2,000	3,500

ACTION MEMO

TO: UMRDC Commissioners
FROM: Kirk Bustrom, Sr. Planner
DATE: June 27, 2017
RE: Lac qui Parle County Hedgehog Request

Lac qui Parle County needs to complete an update to their All-Hazard Mitigation plan. The UMRDC office has been working with Minnesota Homeland Security and Emergency Management (HSEM) to secure funding for the All-Hazard Mitigation plan update for the County. The HSEM grant provides 75% of the funds and the county 25%.

The county has already committed their 25% match via County Board resolution for a combination of cash and in-kind contribution. The UMRDC has executed a Technical Assistance agreement with Lac qui Parle county for completion of updates to their All-Hazard Mitigation plan.

Lac qui Parle County submitted a Hedgehog Grant application for 50% of the Technical Assistance agreement cost up to \$5,000.

In 2017 we have expended the following in Hedgehog Grants.

- \$750 to the City of Danvers
- \$550 to the MACCRAY School District
- \$1,293.75 YM County*** pending approval

Hedgehog Grant Program

The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMRDC.

1. We wanted to entice contracts with units of government we were not regularly working with, especially our smallest communities that have more limited capacity and budgets.
2. We wanted to fund grant writing that has the potential to generate follow up grant administration for the RDC.
3. We wanted to encourage larger scale planning processes that may lead to future opportunities and contracts with the RDC to implement the work of the plans.

The Commission has the following options:

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

ACTION REQUESTED

Review the Hedgehog Grant Application request for \$5,000 from the Lac qui Parle County and recommend action.



The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMVRDC.

Hedgehog Grant Review Criteria

Date: June 21, 2017
City/County/Township/Tribal/School District Name: Lac qui Parle County
Project Name: Hazard Mitigation Plan update
Cost: \$ <u>40,216</u> Total Estimated Project Cost *** Revised to reflect actual updated costs \$ <u>10,054</u> Total local share \$ <u>5,000</u> Requested Amount from Hedgehog Grant (50% of the total project cost up to \$5,000.) \$ <u>7,406</u> Amount left for cities under 500 if this project is funded \$ <u>5,000</u> Amount left for other units of government

Criteria	
NO	City under 500 population
No	Received a Hedgehog Grant this RDC fiscal year (July-June)
Yes	UMVRDC proposal accepted and contract in place
Comprehensive Plannin Strategic Planning Grant Writing	Eligible project area:
2017	Year of last contract with RDC
	Potential for follow up work:
\$44,216 total project cost \$10,054 total local contract	Total contract amount
Yes/No	RDC Recommended for funding DATE: _____

ACTION MEMO

TO: UMRDC Commissioners
FROM: Kirk Bustrom, Sr. Planner
DATE: June 27, 2017
RE: Swift County Hedgehog Request

Swift County needs to complete an update to their All-Hazard Mitigation plan. The UMRDC office has been working with Minnesota Homeland Security and Emergency Management (HSEM) to secure funding for the All-Hazard Mitigation plan update for the County. The HSEM grant provides 75% of the funds and the county 25%.

The county has already committed their 25% match via County Board resolution for a combination of cash and in-kind contribution. The UMRDC has executed a Technical Assistance agreement with the County for completion of updates to their All-Hazard Mitigation plan.

Swift County submitted a Hedgehog Grant application for 50% of the Technical Assistance agreement cost up to \$5,000.

In 2017 we have expended the following in Hedgehog Grants.

- \$750 to the City of Danvers
- \$550 to the MACCRAY School District
- \$1,293.75 YM County*** pending approval
- \$5,0000 LqP County ***pending approval

Hedgehog Grant Program

The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMRDC.

1. We wanted to entice contracts with units of government we were not regularly working with, especially our smallest communities that have more limited capacity and budgets.
2. We wanted to fund grant writing that has the potential to generate follow up grant administration for the RDC.
3. We wanted to encourage larger scale planning processes that may lead to future opportunities and contracts with the RDC to implement the work of the plans.

The Commission has the following options:

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

ACTION REQUESTED

Review the Hedgehog Grant Application request for \$5,000 from Swift County and recommend action.



The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMVRDC.

Hedgehog Grant Review Criteria

Date: June 21, 2017
City/County/Township/Tribal/School District Name: Swift County
Project Name: Hazard Mitigation Plan update
Cost: \$ <u>40,216</u> Total Estimated Project Cost *** Revised to reflect actual updated costs \$ <u>10,054</u> Total local share \$ <u>5,000</u> Requested Amount from Hedgehog Grant (50% of the total project cost up to \$5,000.) \$ <u>7,406</u> Amount left for cities under 500 if this project is funded \$ <u>0</u> Amount left for other units of government

Criteria	
No	City under 500 population
No	Received a Hedgehog Grant this RDC fiscal year (July-June)
Yes	UMVRDC proposal accepted and contract in place
Comprehensive Planning Strategic Planning Grant Writing	Eligible project area:
2015	Year of last contract with RDC
	Potential for follow up work:
\$44,216 total project cost \$10,054 total local contract	Total contract amount
Yes/No	RDC Recommended for funding DATE: _____

ACTION MEMO

TO: UMRDC Commissioners
FROM: Kirk Bustrom, Sr Planner
DATE: June 27, 2017
RE: Yellow Medicine County Hedgehog Request

The UMRDC has been asked to prepare and submit a capital bonding request to the State of Minnesota for \$709,000 to partially demolish and rehabilitate a tax forfeit former school building in the city of Clarkfield. The deadline for submittal of the capital bonding request was June 16th. Because of the rush deadline, the contract was preliminarily approved by Chairman Gary Johnson so the work could be completed by the June 16 deadline. The total estimate for the contract was \$4,125 and the County has requested \$2,075 from the UMRDC Hedgehog program. Since we have already completed this project we know that we did not need the entire \$4,125 contract (nor the entire \$2,075 in Hedgehog).

The total actual project cost was \$2,587.50 and the total Hedgehog needed is only \$1,293.75. This actual cost has been revised and updated since the original request was made.

In 2017 we have expended the following in Hedgehog Grants.

- \$750 to the City of Danvers
- \$550 to the MACCRAY School District

Hedgehog Grant Program

The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMRDC.

1. We wanted to entice contracts with units of government we were not regularly working with, especially our smallest communities that have more limited capacity and budgets.
2. We wanted to fund grant writing that has the potential to generate follow up grant administration for the RDC.
3. We wanted to encourage larger scale planning processes that may lead to future opportunities and contracts with the RDC to implement the work of the plans.

The Commission has the following options:

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

ACTION REQUESTED

Review the Hedgehog Grant Application request for \$1,293.75 from the Yellow Medicine County and recommend action.



The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMVRDC.

Hedgehog Grant Review Criteria

Date: June 21, 2017
City/County/Township/Tribal/School District Name: Yellow Medicine County
Project Name: MN Bonding Request for the Old Clarkfield School
Cost: \$ <u>2,587.50</u> Total Estimated Project Cost *** Revised to reflect actual updated costs \$ <u>1293.75</u> Total local share \$ <u>1293.75</u> Requested Amount from Hedgehog Grant (50% of the total project cost up to \$5,000.) <hr/> \$ <u>7,406</u> Amount left for cities under 500 if this project is funded <hr/> \$ <u>10,000</u> Amount left for other units of government

Criteria	
NO	City under 500 population
No	Received a Hedgehog Grant this RDC fiscal year (July-June)
Yes	UMVRDC proposal accepted and contract in place
Comprehensive Planning Strategic Planning Grant Writing	Eligible project area:
2017	Year of last contract with RDC
Unknown	Potential for follow up work:
\$4125	Total contract amount
Yes/No	RDC Recommended for funding DATE: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Loan Officer
DATE: June 27, 2017
RE: Granite Falls Hedgehog Request

The City of Granite Falls has requested assistance with a Small Cities Development Program (SCDP) grant application. The cost of the application is \$8,000. Applications are due to the State on November 10, 2017. Staff for the contract include myself and Kristi Fernholz.

Granite Falls has submitted a Hedgehog Grant application for 50% of the application contract cost, in the amount of \$4,000.

In 2017 we have expended the following in Hedgehog Grants.

- \$750 to the City of Danvers
- \$550 to the MACCRAY School District
- \$1,293.75 YM County*** pending approval
- \$5,000 LqP County ***pending approval
- \$5,000 Swift County ***pending approval

Hedgehog Grant Program

The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMVRDC.

1. We wanted to entice contracts with units of government we were not regularly working with, especially our smallest communities that have more limited capacity and budgets.
2. We wanted to fund grant writing that has the potential to generate follow up grant administration for the RDC.
3. We wanted to encourage larger scale planning processes that may lead to future opportunities and contracts with the RDC to implement the work of the plans.

The Commission has the following options:

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

ACTION REQUESTED

Review the Hedgehog Grant Application request for \$4,000 from the City of Granite Falls and recommend action.



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
 Helping Communities Prosper

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

The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMVRDC.

Hedgehog Grant Review Criteria

Date: June 27, 2017
City/County/Township/Tribal/School District Name: City of Granite Falls
Project Name: Small Cities Development Program grant application
Cost: \$ <u>8,000</u> Total Estimated Project Cost \$ <u>4,000</u> Total local share \$ <u>4,000</u> Requested Amount from Hedgehog Grant <i>(50% of the total project cost up to \$5,000.)</i> \$ <u>3,406</u> Amount left for cities under 500 if this project is funded \$ <u>0</u> Amount left for other units of government

Criteria	
No	City under 500 population
No	Received a Hedgehog Grant this RDC fiscal year (July-June)
In progress	UMVRDC proposal accepted and contract in place
Comprehensive Planning Strategic Planning Grant Writing	Eligible project area:
2017	Year of last contract with RDC:
Yes	Potential for follow up work: Potential for grant admin
\$8000	Total contract amount
Yes/No	RDC Recommended for funding DATE: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: June 27, 2017
RE: Dawson Hedgehog Request

The City of Dawson has requested assistance with a Minnesota Historical Society Historical and Cultural Grant application for the Dawson Library Building. The cost of the application is \$4,000. Applications are due to the State on July 21, 2017. Staff for the contract include myself and Kirk Bustrom.

Dawson has submitted a Hedgehog Grant application for 50% of the application contract cost, in the amount of \$2,000.

In 2017 we have expended the following in Hedgehog Grants.

- \$750 to the City of Danvers
- \$550 to the MACCRAY School District
- \$1,293.75 YM County*** pending approval
- \$5,000 LqP County ***pending approval
- \$5,000 Swift County ***pending approval
- \$4,000 Granite Falls ***pending approval

Hedgehog Grant Program

The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMRDC.

1. We wanted to entice contracts with units of government we were not regularly working with, especially our smallest communities that have more limited capacity and budgets.
2. We wanted to fund grant writing that has the potential to generate follow up grant administration for the RDC.
3. We wanted to encourage larger scale planning processes that may lead to future opportunities and contracts with the RDC to implement the work of the plans.

The Commission has the following options:

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

ACTION REQUESTED

Review the Hedgehog Grant Application request for \$2,000 from the City of Dawson and recommend action.



The purpose of this fund is to act as a catalyst and financial resource for units of government to address priority issues through contracts with the UMVRDC.

Hedgehog Grant Review Criteria

Date: June 27, 2017
City/County/Township/Tribal/School District Name: City of Dawson
Project Name: Minnesota Historical Society Historical and Cultural Grant application
Cost: \$ 4,000 _____ Total Estimated Project Cost \$ 2,000 _____ Total local share \$ 2,000 _____ Requested Amount from Hedgehog Grant <i>(50% of the total project cost up to \$5,000.)</i> \$ 1,406 _____ Amount left for cities under 500 if this project is funded \$ 0 _____ Amount left for other units of government

Criteria	
No	City under 500 population
No	Received a Hedgehog Grant this RDC fiscal year (July-June)
In progress	UMVRDC proposal accepted and contract in place
Comprehensive Planning Strategic Planning Grant Writing	Eligible project area:
2017	Year of last contract with RDC: (TA contract to research grants available for the Dawson Library Building)
Yes	Potential for follow up work: Potential for implementation of grant
\$4,000	Total contract amount
Yes/No	RDC Recommended for funding DATE: _____

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

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

DATE: June 27, 2017

RE: **Planner Update**

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

CONTRACTS:**Yellow Medicine 2018 State Bonding Budget Request – Kirk**

Kirk prepared and submitted a bonding request of \$709,000 to the State's Capital Budget (CBS) system on behalf of Yellow Medicine County for partial demolition and rehabilitation of an abandoned tax-forfeited former school building in the City of Clarkfield for community use.

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.

Appleton Technical Assistance – Kristi and Laura

The Appleton Comp Plan Task Force met again in June to discuss transportation and future land use.

SWMHP ArtPlace - Kristi

The "Listening House" project was funded by Partnership Arts through the Southwest Minnesota Housing Partnership. The project will work on housing issues on Milan.

Maynard Museum - Kristi

The \$6,000 grant we wrote to the Minnesota Historical Society for the nomination for their bank building was approved.

Dawson TA - Kristi

We completed research into a grant to the Minnesota Historical Society for the Library and Apartment building in Dawson, and have started to process to write a grant for this National Register building so they can get all architectural drawings needed to write a construction grant in the future.

Memorial Park - Kristi

Memorial Park received their grant application from the Greater Minnesota Regional Parks and Trails Commission of \$595,613 to build a new shower/bath house, make roof and improvements to the shelter building and add safety improvements in the entrance of the park with a crosswalk. We also learned that the next funding request will be July 31st. Kristi helped coordinate a meeting of the Memorial Park Task Force to decide what should be on the next funding request. We also started inquiring the environmental requirements of the upcoming DNR project.

Lac qui Parle Park – Kristi and Jason

We received approval to move forward with the Lac qui Parle County Park Master Plan that will enable them to completed the application process for regional designation by the Greater Minnesota Regional Parks and Trails Commission.

Benson SCDP application – Kristi and Laura

Kristi and Laura submitted the application on behalf of the city of Benson. They proposed to do 20 units of owner occupied rehab and 6 units of commercial rehab. DEED contacted the RDC to share that due to the Continuing Resolution expiring on April 28, 2017, an appropriation may be delayed. Therefore, award decisions have not been made and a status update to all applicants can be expected in May and any grant awarded will have an extended nine months to complete projects based on the delay of awards. Awards are scheduled to be announced June 30th.

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. Twelve 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, all inspections have been completed in the three communities. Bids have gone out for the six projects 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. Additional owner occupied projects have started the lead assessment process as well. Appleton's program also includes a goal of five commercial rehab projects to be completed, of which one has been completed. As for applicants on the commercial side of the project, six have dropped out since original application. Currently three are in the process of work, one is in the inspection phase, and another application has come in. Appleton's Small Cities program will end December 31, 2017.

Chippewa and Yellow Medicine Broadband Exploration –Laura

RDC staff met with county staff to carve out the timeframe of the exploration of broadband project in November. Key stakeholders were identified along with planning community outreach events for early 2017. Community meetings started January 25th and concluded March 1st. City staff engagement took place and an elected officials presentation took place on April 5th which included providers presenting to the commissioners.

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 have been told that awards may not be granted until late summer 2017.

PROGRAM UPDATES:

Meander – Kristi

The Meander brochure is printed and ready for distribution! Please take a handful and pass them out!

MN River Valley National Scenic Byway - Kristi

The Byway has completed the Partnership grant for the byway in which we worked with Dakota consultants to create new content for our website and develop better relationship with the tribes. We also have completed a web update and updated the discovery site content. Some of the content will not be published until later this summer.

Prairie Waters Regional Tourism – Melissa

The 2017-2018 Prairie Waters Visitor's Guides have been getting distributed! Melissa is working with the Prairie Waters Advisory Board and proposing the idea of adding new lifestyle tabs to the Prairie Waters website that will include information of the following: employment opportunities, housing, family essentials and stories.

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. Hannah also worked on our Local Foods Study. She plans to go into the Green Corp after this summer.

KMS Safe Routes to School (SRTS)- Jason, Laura

The KMS Safe Routes to School plans are currently being finalized by communications staff and will be completed by June 30th and submitted to KMS and MnDOT. Public comment has been received and incorporated into the documents.

2016 Local Human Service Transit Coordination Plan - Jason

The public comment period has closed and the public comments received have been incorporated into the document. The documents are currently being finalized to incorporate ADA compatibility and will be completed by June 30th.

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 Application
Chippewa County PACE Implementation
Clinton SCDP
University of MN, Extension (CERTs)
Montevideo Arts Project
Maynard Museum
Granite Falls Memorial Park TA
Local Foods Study
Lac qui Parle EDA

Anticipated Completion

May 2017
December 2017
June 2017
June 2017
December 2018
June 2015/Ongoing
December 2017
June 2017
June 2018
April 2017
June 2017

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Dawn Hegland, Executive Director

DATE: June 27, 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.

- Continued to check in with new staff on projects and regional context.
- Worked with Laura on annual meeting tour details.
- Attended a Southwest MN Housing Partnership Board meeting and participated as part of the governance committee in organizing a strategic planning session, policy revisions and a succession planning.
- Attended a MADO Executive Directors meeting in Baxter. Discussed a MADO all staff retreat tentatively planned for this fall; legislative implications at the state and federal level; Greater MN Parks and Trails Commission; met with our new EDA representatives from Chicago; other training topics for MADO staff including opportunities around comprehensive planning, active living, housing, and placemaking; shared information about regional transit coordination councils and residential energy lending. Shared information and ideas with staff when I returned.
- Melissa came into the office and met with Marcy and I to discuss Prairie Waters and Get Rural project details.
- Participated in a web based book club through MN Extension around the book Humble Inquiry by Edgar H. Schein.
- Met with S MN DNR Director Dennis Frederickson about the DNR's role in the Appleton to Marsh Lake trail. Shared this information with local stakeholders and Swift County.
- Conference calls with NADO as part of the NADO Audit Committee.
- Kirk and I called our new EDA contact Darrin Fleener to discuss four potential projects in the region.
- Met with Matt several times around agency budget planning and year end project closeout.
- Worked with Kirk and Kristi to finalize revised budget with HSEM for the Hazard Mitigation Contract for Swift and Lac qui Parle County.
- Met with Commissioner John Maatz and County Coordinator Jake Seig to discuss the role and functions of the UMVRDC.
- Will attend the Center for Rural Policy and Development Summer Board meeting in Biwabik on June 22-23.
- Will participate in the NADO summer Board Retreat in Charleston, SC on June 24-26.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Loan Officer
DATE: June 27, 2017
RE: RLF Update

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 – No change since last update. The sale of the facility took place 1/28/16. Legal collection correspondence has been made to the borrowers due to the personal guaranty that the RDC still holds on the remaining debt. The RDC received notification of the borrower passing away, so currently we are in the process of determining if the life insurance policy had been kept up since the closing of the business. Balance is \$17,066.19.

C & L Powder Coating- RDC staff along with Southwest Initiative Foundation staff met a potential buyer of the collateral at the C & L Powder Coating location. The RDC's collateral is has remained in the building and appears to be in good condition. The potential buyer stated that he is interested in it and would be willing to purchase it at the appraised liquidated price. An offer has been made to our legal consult and we waiting for the purchase agreement to be written up. Current RLF loan balance is \$47,682.84

DELINQUENT (less than 90 days)

None

DEFERRED PAYMENTS

R & R Outdoors- The termination of intercreditor agreement has been now signed by all gap lenders. We will now begin the process of a modification agreement with the borrower based on the agreed upon terms. A first payment has not been identified yet. A request to the borrower's has been made to establish the new repayment agreement, but no response has taken place. Borrower's current RLF loan balance is \$8,347.20

PAID IN FULL

None

LOANS APPROVED BUT NOT DISBURSED

None

NEW LOANS

Trish's Catering-Closed on the \$38,000 loan from the Original Fund on 5/31/17. First payment is due July 15th.

PAYOFFS / BALLOON PAYMENTS ANTICIPATED

None

OTHER

Jager Building Supply, LLC- The borrower has contacted RDC staff to notify them of the closure of the business. He is currently in the process of meeting with his lead lender and an attorney. A request has been made to set up a date to have all lenders meet to determine a timeline of the closure and the next steps. The current RLF balance is \$36,998.86.

Two additional loans are in the process of being reviewed at the upcoming RLF Advisory Board Meeting on July 10th.

INFORMATIONAL ONLY- No Action requested

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: RDC Staff

DATE: June 27, 2017

RE: BHAG Meetings

The BHAG Committee's will be meeting prior to the Commission meeting. A member of each committee will provide an oral report on their committee meeting at the full Commission meeting.

- Community Development
- Marketing
- Board Stewardship

INFORMATIONAL ONLY- No Action requested



Agenda

UMVRDC Board Stewardship Committee 5:00 p.m., Tuesday, June 27, 2017

BHAG: The RDC Commission will have 100% of the Board Members engaged in stewardship for the UMVRDC.

Members: Jeff Olson, Debra Lee Fader, Roy Marihart, Gary Johnson, Warren Rau

1. Pick reporter (Warren in November and Roy in April)
2. Review 2017 Goals (attached)
3. Attendance Discussion
Perfect Attendance: Jim D, Warren, Gary J, Diane, Duane
Missed 3 or more: Jeff O (2 excused/2 not excused), Mark (3 excused), James (4 excused), Juanita (4 excused), Gene (3 excused, 2 not excused), Debra Lee (3 excused, 2 not excused)

How would you like to handle this per bylaw policy?

Section 5. Vacancy: A vacancy in the office of commissioners shall occur upon death or resignation of a member, if a member ceases to have the required qualifications for membership as provided herein, or upon receipt of a formal resolution from the governmental unit from which the commissioner was elected indicating that a commissioner no longer is authorized to represent such governmental unit. Also, if a commissioner has three (3) absences in any fiscal year, the Chairman shall contact the commissioner to review the attendance policy of the board. If a commissioner has four (4) absences in any fiscal year the commissioner shall be notified in writing that the position shall be considered vacant and the vacancy shall be filled in the manner prescribed in Sections 1, 2 and 4 of this Article. Special circumstances may be considered by the Commission (i.e., illness, accident, etc.).

4. Recruitment of new RDC board members
 - a. Possible new member from Swift County Cities – Lucas Olson
 - b. Possible member from USC – Teresa Peterson
 - c. Need one School Board member
 - d. Decide on Public Interest Representatives
 1. **Juanita from PIC/WFC**
 2. **Diane from Prairie Five CAC**
 3. **Windy from Clara City Administrator**
 4. **Vicki from Ortonville EDA**

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

Board Stewardship: The RDC Commission will have 100% of the board members engaged in stewardship for the agency.

Base Camps:

Attendance maintained at 80% or better.

69% attendance thru Nov, 70% thru March, 78% thru June

80% of board surveys report that board members feel engaged with meetings and agenda.

November: 100% participation by all board members? 33% excellent, 49% very good, 14% good 3% fair 0% poor

April: 100% participation by all board members? 14% excellent, 61% very good, 13% good 11% fair 0% poor

Strategy A.	Tactics	Timeline	Measurement	2018 Accomplishments
Develop an orientation strategy for all newly appointed Commission members to make sure all commissioners have a sufficient level of knowledge and understanding of the Commission to enable them to be strong advocates of the RDC.	1. Update orientation manual annually. Include a 1 page executive summary, revised acronym list.	Annually (Jan)	Orientation manual will be updated with new board policies.	
	2. Executive Director will meet and provide orientation materials to NEW Commission members	As needed	Did the Exec. Dir. meet with all new board members?	
	3. RDC staff take turns with 5-minute staff report at the board meeting	Monthly	Staff reports will be included at every meeting	
	4. Annually discuss special interest group board positions and reappoint members and or solicit new members. Current positions include: Prairie 5, Workforce Council, EDA, city administrator	Jul-17	A decision will be made by the board on whether to change or add any new public interest reps.	
	5. Survey newest members about what questions they have after being on the board for 1 year and modify the orientation to include the information.	As new members are brought on	Survey completed and orientation modified.	

	6. Provide orientation summary to full board each year and ask them to renew their board member commitment form and conflict of interest form.	January and as new members join	Orientation summary will be provided and all members will renew their board member commitment form.	
Strategy B.	Tactics	Timeline	Measurement	Accomplishments
To create a agenda that fully involves commissioners in policy setting and decisions and allows for the monitoring of BHAGs.	1. Set BHAG committees and meet prior to Commission meetings. BHAG committee meetings will rotate. Members will have 2- year terms- every year 1/2 of each BHAG committee rotates.	Every year	All BHAG committees will meet in Nov, March, June	
	2. Annually meet to review and discuss budget	May		
	3. Annually meet to review and discuss policies and personnel reviews and COLA	Jan		
	4. Commission members will report their committee discussion at RDC meetings. Staff will ask for a volunteer committee member to report.	Monthly	Board members will report to full board at each meeting.	
	5. Continue to implement the round robin at Commission meetings.	Monthly	Staff receives important information through discussions and interaction at board members that lead to projects	
	6. Have presentations under the discussion portion of the agenda. This could include speakers from communities, organizations or agencies.	As determined by staff	At least 4 presentations will be made.	
	7. Continue to utilize the Planner Update to inform and educate board members about the services and projects of the UMRDC. Summarize topics better. Work with staff to determine what should be an info memo vs the planner update. Ask Commission members to share planner update with their boards/councils and share with others: city, county, school, EDA, P5 staff, county/city staff	Monthly	<p>Add a question on survey to see if members are reading, sharing or have suggestions for the planner update.</p> <p>Coordinate with marketing BHAG to utilize this update as info for the eblasts and other newsletters articles throughout the year.</p>	

	8. Monitor attendance of board members per bylaws. Ask Chair and other board members to inquire about and encourage attendance - Give an annual perfect attendance award	Monthly	Members will talk to those members absent from 3 meetings. Hand out attendance sheet at each meeting.	
Strategy C.	Tactics	Timeline	Measurement	
Create a process for ongoing leadership training and assessment of Board functioning.	1. Implement an annual board retreat. Alternate between board leadership training and agency strategic planning	Annually	During FY17 at least one agency strategic planning session will be held with the board.	
	2. Survey Commission members about board meetings. Review results with Chair.	Monthly	Send to chairperson	
	3. Complete NADO board self assessment help identify important areas of board operation that need improvement; measure progress toward	Spring, have board and staff complete the survey	NADO board assessment will be completed and discussed for new strategies to incorporate in this BHAG	



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

Community Development BHAG Committee Meeting

Tuesday, June 27th, 2017

5:00 pm – 6:30pm

Light supper provided

Community Development Members:

Brett Buer, Jim Schmaedeka, Rusty Dimberg, Juanita Lauritsen, Brent Olson, Jim Dahlvang, Windy Block

RDC Staff:

Jason Brisson, Laura Ostlie, Kirk Bustrom

BHAG Goal: Be the premier agency for Community Development in Region 6W.

Agenda

1. Choose a person(s) to recap our discussion.
2. Review Proposed FY18 BHAGS
3. Discuss Upcoming Projects
4. Questions to consider:

What emerging issues/opportunities do you see in the region?

What information is most helpful to the Commission?

Are there goals and strategies that are unclear?

2018 Community Development BHAGs				
Goal: Be the premier agency for community development in Region 6W.				
Base Camps:	Timeline	Measurement	Outcomes	
5-year (2007 - 2012): Have contracts with 50% of our LUGs (at least 29 out of 58 LUGs) 10-year* (2013 - 2018): Have contracts with 60% of our LUGs (at least 34 out of 58 LUGs) *10-year Amendment (2013 - 2018): Have contracts with 100% of our Counties, 80% of our Cities over 1,000, 20% of our Cities under 1,000, and 50% of our school districts. 15-year (2019 - 2024): Have contracts with 75% of our LUGs (at least 43 out of 58 LUGs)	5-year time period 5-year time period 5-year time period 5-year time period	24 of 58 LUGS = 41% for 2007 - 2012 X of 58 LUGS = XX% for 2013 - 2018		
	Tactics	Timeline	Measurement(s)	Outcome(s)
Strategy A: Increase relationships with LUGs to better serve their needs.	1. Create a survey or communication to all LUGs in FY17 that will be a companion to the 2016 5-year self assessment that will continue discussion on how best the RDC can respond to LUG needs and issues.. (Corresponds with Marketing BHAG). Follow up to get a response rate of at least 50% of cities and 100% of counties.	Fiscal Year	Was the survey sent out? What was the response rate?	
	2. Review the goals and strategies outlined in the CEDS to track progress made in the region. Identify new ways to work toward the goals and strategies in the CEDS and identify any emerging topics.	Semi-annually (October and March)	Did we review projects twice a year?	
	3. Attend a city council meeting of all of our cities in FY18.	Fiscal Year	37 cities	
	4. Strategic efforts to meet with all counties both commissioners and county staff	Fiscal Year	Has at least ED met with all 5 county boards? Has at least one planner met with county staff?	
	5. Connect with the Upper Sioux Community Tribal Planner.		Have we reached out via phone calls, survey, and meetings at least 3 times?	
	6. Attend all five township association meetings.		Did we attend all 5 meetings?	
	7. Respond to community development needs of school districts.		How many needs did the school districts have?	
	Tactics	Timeline	Measurement	
Strategy B: Provide LUGs with opportunities that help accomplish their goals and ensure the RDC is developing high quality projects aligned with current staffing resources.	1. Dedicate an amount of time to explore projects (specific to the needs identified by our LUGs throughout the year) that may result in a contract.	Fiscal Year	What projects/programs did we explore and how many?	
	2. Develop case studies that collorate to the top priorities of the self assessment completed in the spring of 2016.	Fiscal Year	Did we create four case studies?: FY18 topics: 1) Marketing (to visitors and to attract residents), 2) Broadband, 3) Parks and Trails, and 4) Dilapitated Commerical/Residential Buildings Potential FY19 topics for case studies: 1) Daycare, 2) Housing, 3) Arts Planning and 4) Financial assistance to businesses	
	3. Develop and strengthen relationships with organizations and partners that can help fulfill the needs of our local units of government.	Fiscal Year	What partnerships and relationships did we develop? What existing relationships did we strengthen?	
	Tactics	Timeline	F	
Strategy C: Provide a regional format and platform for education.	1. Host or coordinate at least six trainings or workshops. Topics: Census Data, Transportation, Regional Recruitment, Chamber/Tourism, Housing, Empty Buildings	Fiscal Year	How many training events occurred?	
	2. Research new and existing outreach techniques to better engage the communities and to determine what is most effective in the region.		Compile a comprehensive list to be able to utilize within FY19	
	3. Collaborate with regional partners to offer impactful initiatives and learning opportunities (CERTs, ED Pros, etc)	Fiscal Year	What collaborations resulted in education and learning opportunities in our region?	
	Tactics	Timeline	Measurement	
Strategy D: Continue to be a driver in developing regional programming, planning and platforms.	1. Identify sustainable funding for the Regional Recruitment/Get Rural Initiative and pursue ways to implement the project. Find ways to combine with Western Minnesota Prairie Waters for an all inclusive project that will attract, retain and retrain employees, develop a regional brand, and continue to market our area for tourism and as a great place to live, work and play.	Fiscal Year	Was seed funding opportunities identified? How many?	
	2. Expand art programming in the region (more art-based projects, complimentary events, etc.). Work with the Milan ArtPlace project to develop art-based projects that address housing issues in the city. Develop a model that can work with other cities.	Fiscal Year	How many projects were completed in Milan?	
	3. Continue to coordinate regional programs and projects such as RLF, Hazard Mitigation planning, Transportation planning, Western MN Prairie Waters etc.	Ongoing	Did we respond to regional needs/requests?	
	4. In addition to regional projects already listed, focus on regional issues that are identified by our LUGs such as:			
	Local Foods (on-going study)			
	Broadband (self assessment 2016)			
	Parks and Trails (self assessment 2016)			
	Dilapitated Commerical/Residential Building (self assessment 2016)			
	Daycare (self assessment 2016)			
	Climate change planning			
USDA programs (ASK DAWN)				



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

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

Marketing BHAG Committee Meeting

Tuesday, June 27, 2017

5:00-6:30 p.m.

Light supper provided

Marketing BHAG Committee:

Mark Bourne, Gary Hendrickx, Diane Kepner, Vicki Oakes, Duane Steen, Gene Stengel

Marketing BHAG Staff:

Melissa Streich, Marcy Prince, Jackie Sigdahl

Marketing BHAG Goal:

**All local units of government (LUGs) in Region 6W
will know who we are and what we do.**

1. Choose a person to recap our discussion.
2. Review FY18 Marketing BHAG
3. Intern Update
4. Website Review
5. Recap of FY17

Any time you have questions, comments, suggestions, etc. please email or call us!

Jackie.sigdahl@umvrc.org or 320-289-1981 x100

melissa@umvrdc.org or 320-289-1981 x105

marcy@umvrdc.org or 320-289-1981 x104

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: June 27, 2017
RE: Nominating Committee

Elected officials from each county should caucus to nominate a member and alternate for the Board of Directors at the June meeting. From this slate of Board of Directors must come a nominee for Vice Chairperson and Secretary/Treasurer who will be elected at the annual meeting. Chairperson and board members may serve four (4) consecutive years - see Bylaws, Article V, Section 3 (effective June, 1987).

Big Stone County:

Rusty Dimberg – FY 2017
Brent Olson - Alternate

Chippewa County:

Jim Dahlvang –FY 2017
Jim Schmaedeka - Alternate

Lac qui Parle County:

Mark Bourne – FY 2017 Vice Chair
Brett Buer - Alternate

Swift County:

Gary Hendrickx – FY 2017 Secretary/Treasurer
Warren Rau - Alternate

Yellow Medicine County:

Gene Stengel - FY 2017
Vacancy - Alternate

At this month's meeting the chair also needs to appoint a nominating committee which has the responsibility of nominating the FY 2018 chairperson. The committee also will need to nominate other officers from the nominated Board of Directors. That committee may wish to reference the attached excerpt from the UMRDC Bylaws.

Current Officers/Board of Directors:

CHAIRPERSON

Gary Johnson – Chairperson FY 2017

ACTION REQUESTED:

Caucus to nominate a slate of Board of Directors for FY 2018. To appoint a nominating committee to nominate FY 2018 officers.

ARTICLE V: BOARD OF DIRECTORS

Section 1. General Powers and Duties: The business and affairs of the Commission shall be managed and governed by the Board of Directors whose actions and policies are subject to the approval of the Commission. The Board of Directors is authorized to act for the Commission, provided such action shall in no manner be contrary to the provisions of Minnesota Statutes or go beyond the scope of authority granted to the Board by these Bylaws. Actions undertaken by the Board of Directors on behalf of the Commission must be approved by a 2/3 vote of the quorum of Board of Directors. The Board of Directors shall report its actions on all matters to the Commission at the next meeting of the Commission.

The Board of Directors shall function as the Budget and Personnel Committee for the UMVRDC and be empowered to meet on an emergency basis to handle issues that need immediate attention.

The duties and responsibilities of the Board of Directors may be modified from time to time by the Commission.

Section 2. Membership: The Board of Directors of the Commission shall consist of one commissioner from each county, plus the chairperson of the Commission. The regional commissioners from each county shall nominate a commissioner to serve on the Board of Directors. Commissioners representing public interest groups may not serve on the Board of Directors.

Section 3. Term of Office: The term for a member of the Board of Directors shall be for one year. A commissioner shall be elected to the Board of Directors at the July meeting and may be selected to succeed himself/herself. In no instance shall a commissioner be selected to serve more than four consecutive one-year terms. If it is determined by the entire Commission that a member of the Board of Directors is not fulfilling his/her responsibilities, the entire Commission by majority vote may remove said commissioner from the Board of Directors.

Section 4. Vacancies: Vacancies on the Board of Directors shall be filled by the Commission in the same manner as commissioners are elected to the Board of Directors. If a commissioner on the Board of Directors was not re-elected to his/her local elected office, a vacancy would occur.

Section 5. Meetings: Meetings of the Board of Directors shall take place at such time, and place as deemed necessary by the Board of Directors. Notice of Board meetings shall be posted and sent to Commission members and those persons filing a written request for notification, at least three (3) days prior to the meeting. Notice of emergency meetings shall be posted with an attempt made to contact by phone, Commission members and those persons filing a written request for notification of special meetings.

Section 6. Quorum: A quorum of all meetings of the Board of Directors shall consist of a majority of the Board of Directors.

Section 7. Salary: No salary shall be paid to directors for their service; provided, however, that a director may receive a per diem as allowed by law and expenses for each meeting of the Board of Directors attended. The payment of the per diem and allowable expenses shall be made according to a schedule established by the Commission.

Section 8. Minutes: The minutes of each Board of Director's meeting shall be prepared and distributed to all members of the Commission.

Section 9. Alternate: The commissioners from each county may nominate commissioners from their county to serve as first and second alternates for their Board of Director's representative. If a member of the Board of Directors is unable to attend a meeting due to circumstances beyond control, he/she may request his/her alternate to serve for him/her during that meeting. During that meeting, the alternate may serve as a member of the Board of Directors and have all the authority granted to the same.

ARTICLE VI: OFFICERS

Section 1. Number of Officers: The officers of the Commission shall be a chairperson, a vice-chairperson, and a secretary-treasurer. The Commission may establish additional offices from time to time. The officers shall serve for a term of one (1) year and may be re-elected to succeed themselves. In no instance shall a commissioner be selected to serve an office more than four consecutive one-year terms. No two offices may be held by the same person at the same time.

Section 2. Chairperson: The chairperson shall be an elected official member of the Commission. For selecting a chairperson, a nominating committee (to consist of three persons) shall be selected one month prior to the annual meeting and this committee shall be appointed by the Commission's chairperson. The nominating committee would then be charged with soliciting the Commission members who are eligible to become chairperson to determine a list of candidates or a single candidate which would be recommended to the Commission membership at the annual meeting. At that point, the chairperson would also receive nominations from the floor for any additional candidates to be considered as chairperson for the Commission for the upcoming fiscal year. A member of the nominating committee may also be a candidate for chairperson. The chairperson shall be elected at the annual meeting of the Commission. The chairperson shall be responsible for carrying out the policy decisions of the Commission and shall have the powers and duties vested in him/her under and pursuant to the Regional Development Act of 1969, and any amendments thereto. Payment of per diem and expenses shall be made in accordance with the schedule established by the Commission.

The chairperson shall preside at all meetings of the Commission and the Board of Directors and shall be allowed to serve as a non-voting member of any committee of this Commission unless authorized otherwise by the Commission membership.

Section 3. Vice-Chairperson: The vice-chairperson shall be elected by the Commission from the membership of the Board of Directors at the annual meeting of the Commission. The vice-chairperson of the Commission shall assist the chairperson in carrying out his/her duties and shall perform such additional duties as may be established by the Commission from time to time. In the absence of the chairperson at any meeting of the Commission or the Board of Director, the vice-chairperson shall preside. In the case of disability preventing the chairperson from carrying out his/her duties, the vice-chairperson shall temporarily take over those duties.

Section 4. Secretary-Treasurer: The secretary-treasurer shall be elected from among the members of the Board of Directors in the same manner as the vice-chairperson.

The secretary-treasurer shall issue notices of all meetings, and shall keep minutes of all meetings and maintain a record for that purpose. The secretary-treasurer shall have custody of and provide for the safekeeping of all documents of the Commission. The secretary-treasurer shall disburse the funds of the Commission as authorized by the Commission and approved by the Board of Directors and shall render to the Commission and the Board of Directors an account of transactions and of the financial condition of the Commission as required from time to time, by the Commission or the Board of Directors. The obligations of the secretary-treasurer may be delegated to the executive director.

Section 5. Bonding: All officers and employees of the Commission who handle funds of the Commission or who are custodians of property shall be bonded in the amount to be determined by the Commission. The cost of such bond or bonds shall be paid from the funds of the Commission.

Section 6. Vacancies: If a vacancy occurs in the office of the chairperson, a new chairperson shall be elected at the next meeting of the full Commission according to procedures established by these Bylaws. Such a chairperson shall serve until the succeeding annual meeting.

If a vacancy occurs in the office of vice-chairperson or secretary-treasurer, the Board of Directors shall select a successor from among its membership to serve out the existing term of such office.

RDC BOARD MINUTES

Upper Minnesota Valley Regional Development Commission
Appleton Civic Center - Appleton, MN – May 23, 2017

Board Members Present: Jim Dahlvang, Warren Rau, Gary Johnson, Diane Kepner, Windy Block, Duane Steen, Gary Hendrickx, Mark Bourne, Debra Lee Fader, Roy Marihart, Jeff Olson, Brett Buer, Jim Schmaedeka, Brent Olson, Rusty Dimberg, Juanita Lauritsen, Gene Bies

Board Members Absent: Gene Stengel

Staff Present: Dawn Hegland, Jason Brisson, Laura Ostlie, Marcy Prince, Kirk Bustrom, Jackie Sigdahl

Guests: Marnie Werner, Research Director, Center for Rural Policy and Development

Call to Order

Chairman Gary Johnson called the meeting to order at 6:30pm.

Pledge of Allegiance conducted.

Introductions made for new staff (Kirk and Marcy) and new board members (Vicki and Gene).

Approve Agenda/Additions

M/S/P – Mark Bourne, Warren Rau made motion to approve the agenda as presented.

Guest Presentation

Marnie Werner of Center for Rural Policy and Development spoke about the agency and the work they do for greater MN since its creation in 1997. The agency is based in St. Peter, is a private, not-for-profit policy research organization dedicated to benefitting MN by providing its policy makers with an unbiased evaluation of issues from a rural perspective. Many reports have been done on topics such as Childcare Crisis, Mental Illness, Broadband, etc. The agency surveys approximately 1200 leaders on a range of topics and concerns in rural MN annually.

1. Action Items

a. Loan Advisory Board Recommendation(s)

Trish's Catering in Clara City is relocating to a different location. The loan will finance the real estate. Trish's Catering has been in business over 30 years and employs 10+ part-time staff.

M/S/P – Warren Rau, Windy Block made motion to approve the \$38,000 loan at 4.25% for 10 years from the Original RLF fund.

b. MnDOT Transportation Planning Grant

The Grant Agreement for FY 2018 and FY 2019 has been received. The agreement is to provide local transportation planning assistance. The past agreements have been one year contracts. This contract is for two years. The agreement provides for \$75,000 in state money per year and a 15 percent local match of \$13,235.00 to be provided by the UMVRDC per year. The total match amount will be \$26,470.

M/S/P – Jim Dahlvang, Rusty Dimberg made motion to commit \$13,235 in FY2018 and \$13,235 in FY2019 for match for the MnDOT Planning Grant and to authorize the signatures on the agreement and resolution.

c. Minutes from Board of Directors Meeting May 15, 2017

The Board of Directors met to review the financials and budget material for FY2017 and FY2018. Discussion was made on levy proposals, indirect costs, hedgehog grants, staffing, technical assistance rate and other items.

M/S/P – Mark Bourne, Jeff Olson made motion to approve the minutes from the May 15, 2017 Board of Directors meeting.

Round Robin Discussion:

- *Gary Hendrickx, Swift County:* Update on courthouse renovation. \$50,000 fund set up for upgrading/expanding eligible daycare needs – up to \$300/child. People caring for people shelter established. HR position update.
- *Brent, Big Stone County:* Less than \$20,000 in out of home placement last month. New concern-elephant tranquilizer found in county, 10,000 times more potent than morphine. New county attorney starting soon. Sharing county engineer for 6 months with Steven's County.
- *Gary Johnson, Yellow Medicine County:* Justice Center open house is soon. Cost to demo & salvage Clarkfield school will be \$1 million. Coyote bounty issue 180/70. Ditch issues: redetermination, turning stub ditches over to private owners, concerned about taxes on ditches.
- *Rusty, Big Stone County Townships:* passed.
- *Brett, Dawson/Boyd Schools:* Seniors last day today. In negotiations. Healthcare is increasing 25%.
- *James, Chippewa County Townships:* Roads are in good shape after all the rain.
- *Jim, Chippewa County:* Jon Huseby with MnDOT attending county board meeting on July 6th to discuss Hwy 40 project.
- *Mark, LqP County Townships:* passed.
- *Jeff, LqP County Municipalities:* passed.
- *Warren, Swift County Townships:* Beaver issue in county.
- *Debra Lee, Chippewa County Municipalities:* Elected to executive board of MN Mayors Association. Workforce Center event was successful. The third city art project will be beginning soon. Annual Fiesta Days is in June.
- *Roy, LqP County:* Deputy Al Anderson appointed as Sheriff.
- *Duane., Big Stone County Municipalities:* Construction projects are wrapping up. Community clean-up coming up. Memorial Day celebration is scheduled and ready.
- *Gene, Yellow Medicine County Townships:* absent.
- *Juanita, Workforce Center:* Through the partnership with Hennepin County there were two buses that visited the Montevideo and Granite Falls area – huge success.
- *Windy, City Administrator:* Pool is 45% complete expecting to open this summer. Street and utility project continues. DEED grant of \$740,000 awarded. The new police chief is doing very well.
- *Diane, Prairie Five CAC, Inc.:* Prairie Five will have booth at local fairs. Information on Prairie Daycare.
- *Gene Bies, Yellow Medicine County Municipalities:* City bonding bill update.
- *Vicki, Big Stone County EDA:* Open house for the 34 units at the new Senior Assisted Living complex – facility is full. MN Housing Partnership working on 6-8 apartments in downtown.
- *Dawn, UMRDC:* The office is fully staffed.

2. Information Items

- a. Planner Update – a brief update of current projects being worked on by staff.
- b. Executive Director Update – a summary of activities/projects Dawn Hegland worked on during this past month.

- 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, and other activity from the RLF board. Referral of any loan possibilities is needed.

3. Discussion Items

a. Annual Meeting

It was decided to conduct a ½ day tour on the day of our annual meeting. We will be visiting the eastern part of Swift County. Staff will develop more details and bring a draft agenda to next month's meeting.

4. Consent Agenda Items

- a. Minutes from February 28, 2017
- b. February 2017 Treasurer's Report and Board Payment Listings
- c. RLF Treasurer's Report
- d. Appleton Technical Assistance Contract Amendment
- e. Montevideo Arts Project
- f. Lac qui Parle County Park Contract Revision
- g. Maynard Technical Assistance Contract Extension
- h. Chippewa County PACE Contract Extension
- i. Clean Energy Resource Team Internship

M/S/P – Juanita Lauritsen, Debra Lee Fader made motion to accept and approve the Consent Agenda Items as presented.

- Approval of the minutes from April 2017;
- Approval of the April 2017 Treasurer's Report: expenses of \$58,568 and revenue of \$53,364 along with the check listings 19648-19669 and ACH's as presented;
- Approval of the lending balances on the RLF Treasurer's Report as \$418,040.63 on original and \$153,299.60 on disaster;
- Authorization to approve the technical assistance agreement with Montevideo for implementation of the tractor sculpture;
- Approval of the Lac qui Parle County contract to develop a master plan and subcontract with Damon Farber for the county park in the amount of \$22,500;
- Authorization to extend the Maynard Museum Contract until December 31, 2017;
- Authorization to extend the Chippewa County PACE contract until June 30, 2018;
- Authorization to contract with Hannah Tuomi for a total of \$3,540 to work on projects related to Clean Energy Resource Team (CERTs) until August 17, 2017.

Adjournment

A motion by Brett Buer, Duane Steen for adjournment of meeting was made at 8:00 pm. Meeting ended.

APPROVED BY:

PREPARED BY:

Gary Johnson
UMVRDC Chairman

Jackie Sigdahl
UMVRDC Administrative Assistant

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Matt Moe, Finance Officer
DATE: June 27, 2017
RE: May 2017 Treasurer's Reports
May 2017 Board Payment Listing

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

ACTION REQUESTED:

For the Commission to approve the May 2017 Treasurer's Report, and Board Payment Listing with all checks (check # 19670– 19715) and all ACH transactions.

Encl.

May-17				
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION				
REVENUE & EXPENSE REPORT				
	FY17 Budget Rev #1	Current May	YR-To-DT July-May	Percent of Budget
Agency Revenues				
Interest	3,500	178	4,035	115%
Levy	300,000	28,237	166,863	56%
- Less Prior Year HH and Match	(24,940)		(25,097)	
- Less Current Year HH			-	
Danvers	(750)		-	
Miscellaneous	5,000		3,655	73%
Reserves	60,000		-	0%
Economic Development/EDA				
EDA Planning Grant	54,628		54,628	100%
Greater MN CEDS			-	
Revolving Loan Fund Admin	50,000		39,838	80%
TA Contracts Needed				
Appleton Technical Assistance (\$3,938 HH FY16 included)	30,000	8,688	21,313	71%
Blandin IT Connect II	2,600		2,600	100%
Blandin IT Regional Network	2,427		2,427	100%
Blaindin Rural Connect II	20,000		20,000	100%
Chippewa BB	5,000		-	0%
Chippewa County Pace	1,875		806	43%
CERTS (Includes CY Match of\$3000)	27,000	1,125	22,853	85%
Danvers (Includes \$750 HH)	1,500		750	50%
Dawson Boyd SRTS Implementation	1,500		225	15%
Granite Falls Flood Mitigation Closeout	225		-	0%
Granite Falls Memorial Park Plan Implementation	7,235		6,254	86%
Heritage Partnership Grant	32,600		13,080	40%
HM Lqp/Swift (HH)	70,000		-	0%
KMS SRTS Plan	23,748		5,781	24%
Local Food System Project	8,152		4,358	53%
LqP Park Plan (\$3,938 HH FY16 included)	10,000		3,938	39%
Maynard TA	5,668		2,324	41%
Monte Public Arts CY 2016	835		768	92%
Monte Public Arts CY 2017	7,000		-	0%
Monte Arts RR	3,343		3,457	103%
SWMHP Artplace	1,200		1,200	100%
YM Broadband	5,000		-	0%
YM Data Plan	6,000		4,000	67%
YM Windshield Survey	1,159		1,159	100%
Grant Writing				
Potential Grant Apps			-	
Benson SCDP App	8,000	2,039	8,066	101%
Clarkfield SCDP App (\$2,596 HH)	4,783		4,783	100%
Dawson TA	1,600		-	0%
LQP EDA RDGB App	-		2,500	
Maccray Safe Routes to School App	-	550	550	
Grants Admin/Management				
Appleton SCDP Grant	18,000		-	0%
Beardsley/Clinton/Graceville SCDP	20,000		-	0%
Clara City SCDP New	9,297		12,679	136%
Transportation/Byway/Tourism				
Transit Plan	26,000	4,569	13,900	53%
Transportation Planning Grant	75,000		67,500	90%
Prairie Waters	96,220	934	145,509	151%
Byway Corridor Management Plan	23,829	1,534	7,003	29%
Art Crawl	46,000	4,000	50,674	110%
Total Revenue	1,050,234	51,853	674,376	64%
Pass-Thru Revenue (not included above)		29,567	1,034,505	

	FY17 Budget				
	Rev # 1				
Expenses					
Salaries/Fringe	643,793	50,658	583,424	91%	
Commissioner's Expense			-		
Per Diem / FICA	11,000	754	8,505	77%	
Public Officials Ins.	4,500		4,153	92%	
Meeting Expense	2,000	218	1,122	56%	
Travel C&C	7,500	738	5,581	74%	
Training	5,000		-	0%	
Audit	14,000		13,012	93%	
Contract for Services	20,000	204	5,575	28%	
Strategic Planning	10,000		-	0%	
Computer Technical Assistance	12,000	1,313	9,646	80%	
Email	2,400		-	0%	
Virtual Server	5,000		-	0%	
Copy Charge/xerox lease	4,500	353	3,527	78%	
Depreciation	9,000	527	6,472	72%	
Dues	5,000		2,049	41%	
Insurance	1,300		1,931	149%	
Legal Fees	2,000	621	8,910	445%	
Miscellaneous	1,000	130	951	95%	
Office Rent	12,210	1,017	11,183	92%	
Postage	5,000	3	4,629	93%	
Printing/Advertising	6,000	300	4,229	70%	
RDC Marketing Item	2,000		991	50%	
Registration/Program Specific	4,000	495	2,463	62%	
Repairs/Maintenance	1,500	274	874	58%	
Software GMS/GIS/General	6,000	133	7,015	117%	
Sub./Publications	2,000	39	1,515	76%	
Supplies	6,500	126	2,204	34%	
Telephone/Internet	6,000	587	6,536	109%	
Staff Expense			-		
Travel	30,000	2,636	19,646	65%	
Training	10,000	215	688	7%	
Morale	2,000		179	9%	
Wellness	2,000	100	569	28%	
Web Hosting/Maintenance	3,500	4,500	5,123	146%	
Pass Thru Activity			-		
Byway	5,000		1,250	25%	
Blandin Projects		6,475	41,888		
GIS Consultant - HM - Lqp - Swift			-		
Meander	25,000	3,050	16,549	66%	
Prairie Waters	36,000	5,400	39,968	111%	
Total Expenses	924,703	80,865	822,355	89%	
EXCESS REV. OVER EXP.	125,531	(29,012)	(147,979.08)		
General Checking	\$ 68,842				
Money Market	\$ 312,218				
Certificate of Deposit	\$ 350,394				
RLF Savings	\$ 590,559				
Agency Auto	\$ 46,509				
Equipment Fund	\$ 27,242				
UMVRDC Secretary/Treasurer	Date	UMVRDC Executive Director		Date	

May 2017 Check/ACH Listing

Check#	Check Date	Vendor Name	Check Amount	Description
19670	05/11/2017	A to Z Letterpress Printing	750.00	400 2 - color posters for meander
19671	05/11/2017	Bradley Hall	250.00	Pre Press work Meander 2017
19672	05/11/2017	Carie Driessen	13.38	RLF meeting 05/08/17
19673	05/11/2017	Cheyenne St.John	74.36	travel
19674	05/11/2017	CITY OF APPLETON	1,016.67	may rent
19675	05/11/2017	Craig Bakkelund	39.59	rlf may meeting 05-08-17
19676	05/11/2017	CULLIGAN WATER CONDITIONING	53.16	water
19677	05/11/2017	Federated Telephone, Inc	1,363.50	internet and computer support
19678	05/11/2017	Hannah Tuomi	204.00	local foods work
19679	05/11/2017	Jay Backer	44.94	RLF meedint 05/08/17
19680	05/11/2017	Joe Fox	10.70	RLF meeting 05-08-17
19681	05/11/2017	Mitch McKay	26.75	RLF meeting 05-08-17
19682	05/11/2017	NCPERS Minnesota	16.00	April deductions
19683	05/11/2017	Nicole Elzenga	43.87	Travel
19684	05/11/2017	Rebecca Turnquist	1,800.00	Meander contract for service
19685	05/11/2017	Ruth Keller	60.00	Cleaning April
19686	05/11/2017	Terry Overlander	22.47	RLF board meeting
19687	05/11/2017	The Appleton Press	12.28	paper
19688	05/11/2017	Waziyatawin	58.01	Travel
19689	05/19/2017	Bourne, Mark	76.67	Commissitioner Per Diem
19690	05/19/2017	Dahlvang, Jim	169.39	Commissitioner Per Diem
19691	05/19/2017	Johnson, Gary L.	183.30	Commissitioner Per Diem
19692	05/19/2017	Rau, Warren	60.08	Commissitioner Per Diem
19693	05/18/2017	Chase Card Services	131.00	kf-parking, arts
19693	05/18/2017	Chase Card Services	3,094.40	dh:computers; arts; microsoft
19693	05/18/2017	Chase Card Services	135.80	LO: hotel, travel
19693	05/18/2017	Chase Card Services	767.35	mm: supplies; travel; mtg expense
19693	05/18/2017	Chase Card Services	530.01	jb: workshop, travel, mtg exp
19693	05/18/2017	Chase Card Services	177.00	fuel
19694	05/18/2017	DONS FOOD PRIDE	68.35	office supplies, mtg expense
19695	05/18/2017	Elert & Associates Networking Division, Inc.	3,975.00	broadband feasibility study
19696	05/18/2017	Employee Relations	134.45	background reports
19697	05/18/2017	Escape Fitness (Ashley Clemens)	100.00	wellness presentations
19698	05/18/2017	Franz Allbert Richter	250.00	meander brochure review
19699	05/18/2017	Grants Management Systems, Inc.	495.00	summit registration
19699	05/18/2017	Grants Management Systems, Inc.	50.00	RLSS
19700	05/18/2017	Gray, Plant, Mooty, Mooty & Bennett, P.A.	486.83	C&L legal matter
19701	05/18/2017	Greater Milan Initiative	60.00	local foods
19702	05/18/2017	LEAGUE OF MN CITIES FINANCE DEPARTMENT	300.00	job ad
19703	05/18/2017	South Dakota Magazine	900.00	1/2 pg ad
19704	05/18/2017	Vivid Image, Inc.	9,000.00	maint plan
19704	05/18/2017	Vivid Image, Inc.	2,500.00	web strategy
19705	05/18/2017	Xerox Corporation	352.82	prints/base charge
19706	05/23/2017	Grossman & Trump, Inc.	3,982.00	Olson, Appleton
19707	05/23/2017	Heida's Woodworks	4,313.00	Olson, Appleton
19708	05/23/2017	PRAIRIE FIVE CAC	75.00	admin-April
19708	05/23/2017	PRAIRIE FIVE CAC	2,500.00	admin-CGB March & April
19709	05/23/2017	Scarcely Ltd.	450.00	McLain
19709	05/23/2017	Scarcely Ltd.	450.00	Athey
19709	05/23/2017	Scarcely Ltd.	450.00	Smith
19709	05/23/2017	Scarcely Ltd.	450.00	Tatro
19709	05/23/2017	Scarcely Ltd.	450.00	Bilben
19709	05/23/2017	Scarcely Ltd.	450.00	Casper
19709	05/23/2017	Scarcely Ltd.	450.00	Wills
19709	05/23/2017	Scarcely Ltd.	450.00	Pederson
19709	05/23/2017	Scarcely Ltd.	450.00	Doschadis
19709	05/23/2017	Scarcely Ltd.	450.00	Cardwell
19710	05/31/2017	CULLIGAN WATER CONDITIONING	47.28	May water charges
19711	05/31/2017	Janice Schmidt	120.00	painting of two rooms
19712	05/31/2017	NCPERS Minnesota	16.00	May payroll deductions Unit Number 954400
19713	05/31/2017	Ruth Keller	60.00	May Cleaning
19714	05/31/2017	Swift County Monitor-News	39.00	Subscription to Monitor 1 year
19715	05/31/2017	Trish's Catering	38,000.00	RLF Loan
ACH	05/20/2017	Aflac	81.92	May Aflac
ACH	05/04/2017	Federated Telephone, Inc	397.48	May 17 federated telephone bill
ACH	05/04/2017	Delta Dental	482.98	May 17 dental insurance
ACH	05/05/2017	MN STATE RETIREMENT SYSTEM	260.00	5/05/17 Staff PR Deferred comp
ACH	05/05/2017	Internal Revenue Service	3,484.77	05/05/17 UMVRDC Staff PR taxes
ACH	05/05/2017	State of Minnesota	524.00	05/05/17 Staff PR State taxes
Direct Deposit	05/05/2017	Upper MN Valley RDC - Staff PR	10,820.91	Staff Direct Deposit -
ACH	05/05/2017	PUBLIC EMPLOYEES RET ASSOC	2,474.87	5/05/17 staff PR PERA
ACH	05/05/2017	Select Account	1,471.96	05/5/17 staff PR HSA
ACH	05/20/2017	Internal Revenue Service	3,548.00	05/20/17 UMVRDC Staff PR taxes
ACH	05/20/2017	Internal Revenue Service	107.20	05/20/17 Commission Payroll tax
ACH	05/20/2017	State of Minnesota	536.00	05/20/17 Staff State Taxes
ACH	05/20/2017	MN STATE RETIREMENT SYSTEM	260.00	5/20/17 staff PR Deferred comp

ACH	05/20/2017 PUBLIC EMPLOYEES RET ASSOC	2,498.95	5/20/2017 staff PR PERA
ACH	05/20/2017 Select Account	1,471.96	05/20/17 Staff PR HSA
Direct Deposit	05/20/2017 Upper MN Valley RDC - Staff PR	11,779.56	Staff Direct Deposit
Direct Deposit	05/20/2017 Upper MN Valley RDC - Commissioners PR	560.90	Commissioners Direct Deposit
ACH	05/20/2017 Blue Cross Blue Shield of Minnesota	6,591.33	May 17 health insurance for June 17
ACH	05/30/2017 PRAIRIE SUN BANK	28.00	May 17 direct deposit fee
ACH	05/30/2017 Select Account	13.50	Select Account monthly admin
		\$ 130,903.70	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: June 27, 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.

May 2017 Transaction Notes:

- Madison Meats Loan – Default Status
- Appleton Meat Center – Default Status
- C & L Powder Coating- Default Status
- R & R Outdoors – Payment Deferment
- Trish's Catering-Closed on Loan 5/31/17

ACTION REQUESTED:

To approve the UMVRDC's May 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: \$395212.82 (*Original RLF*) and \$157346.25 (*Disaster RLF*).

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kirk Bustrom, Senior Planner
DATE: June 27, 2017
RE: Yellow Medicine County Bonding Application

The UMVRDC has been asked to prepare and submit a capital bonding request to the State of Minnesota for \$709,000 to partially demolish and rehabilitate a tax forfeit former school building in the city of Clarkfield. The deadline for submittal of the capital bonding request was June 16th. Therefore, per RDC policy, approval to enter in to a Technical Assistance agreement was sought in advance by Chairman Gary Johnson in order to complete the work by the deadline.

ACTION REQUESTED:

Affirmation of the Chairman's preauthorization of the Executive Director's signature on the agreement with Yellow Medicine County in the amount of \$4,125 for preparation and submittal of a capital bonding request to the State of MN.

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and
Yellow Medicine County
FY17-021 HH

This Contract for Services, made this 6th day of June, 2017, is by and between the YELLOW MEDICINE COUNTY, MINNESOTA, hereinafter referred to as the COUNTY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMRDC.

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Submit a MN Capital Bonding Request application for the demolition and rehabilitation of the old Clarkfield School Building;
- B. Provide to the COUNTY a list of information required for the application;
- C. Prepare and submit the application by June 16, 2017.

SECTION II. DESCRIPTION OF COUNTY'S RESPONSIBILITIES

The COUNTY agrees to:

- A. Appoint a primary contact for this project- **Peg Heglund**;
- B. Provide the UMRDC with specific information, plans, resolutions and documents as needed to complete the UMRDC's services including, but not limited to:
 - (a) Describe the project in detail, including: scope, rationale, total cost, key funding sources, etc.
 - (b) Identify projected timeframe for project
 - (c) Provide estimated costs
 - (d) Provide match commitment
 - (e) Provide estimated ongoing maintenance and operating costs and FTE staffing
 - (f) Provide ownership and future maintenance agreements

- (g) Provide resolutions of support from the County and the City of Clarkfield stating commitment of matching dollars, ownership and future maintenance.
- C. Schedule, conduct, mail and print information for COUNTY public hearings/meetings as required and assure that all publication and notification requirements are met;
- D. Pay for all cost related to public hearings and corresponding publications and notifications;
- E. Be the party responsible for updating and maintaining all work completed under this Contract.
- F. Compensate the UMRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

- A. This Contract is effective from June 6th, 2017 to June 30thth, 2017.
- B. The period for this Contract may be amended upon request and signed approval by both the UMRDC and COUNTY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The total cost for this project is \$4,125
- B. The COUNTY agrees to pay a total of \$4,125 for the UMRDC to complete the activities outlined in Section I. Payment to the UMRDC will be made by the COUNTY as follows:
 - 1. \$2062.50 upon the signing of this contract and \$2062.50 upon the final submission of the second grant application.
 - 2. Up to \$2062.50 of UMRDC Hedgehog Grant funds will be applied to this project *(if applicable)*
- C. The UMRDC will provide the COUNTY with an invoice indicating services provided and the total amount due.

SECTION V. GENERAL PROVISIONS

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

C. Termination

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

In the event of termination, the COUNTY 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.

D. Severability

Any provision or part of this Contract identified by either party as unenforceable under any law or regulation shall be considered stricken, but all remaining provisions shall continue to be valid and binding upon the UMRDC and COUNTY. The Contract shall be revised to replace such stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

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

UMVRDC Executive Director

Authorized County Official Title

Date: _____

Date: _____

ATTEST:

Date of UMRDC Board Approval

Name:

Title:

Date:

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: June 27, 2017

RE: Granite Falls Memorial Park Technical Assistance Contract

The city of Granite Falls approved a proposal to have the UMVRDC to continue to provide technical assistance for Memorial Park and work on implementation of the master plan as set forth by the Greater Minnesota Regional Parks and Trails through DNR.

This contract will allow the UMVRDC to start implementation of the 2017 funding request, work on an Environmental Review and submit a funding request for 2018. The cost of the contract is \$5,900 and goes through June 30, 2018.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract from \$5,900 with the City of Granite Fall for Technical Assistance for Memorial Park.

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF GRANITE FALLS
#17-022

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

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

WHEREAS, the nature of the said services is to assist the CITY with a grant from the Greater Minnesota Regional Park and Trail Commission administered through the Department of Natural Resources (DNR).

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

SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to:

- Complete funding request for the second phase of the Memorial Park Implementation due July 31, 2017.
- Attend meetings and assist with questions from the consultant with the Memorial Park Implementation Plan as needed.
- Work with the Memorial Park Master Plan and adjust in the portal as needed.
- Complete other TA projects with Memorial Park as needed (i.e. Environmental Review)

SECTION II. DESCRIPTION OF COMMUNITY'S RESPONSIBILITIES

The CITY hereby agrees to the following:

- A. Appoint a primary contact for this project;
- B. If needed, pay for all cost related to public hearings and corresponding publications and notifications;
- C. Compensate the UMRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

- D. Services provided under the terms of this Contract will be performed from July 1 2017 through June 30, 2018.
- E. The time period for this Contract may be amended as mutually agreed upon in writing by both the UMRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The CITY agrees to reimburse the UMRDC for actual services as described under Section I at a rate of \$75.00 per hour plus mileage, copy charges and miscellaneous expenses for project related costs for a total fee not to exceed **\$5,900**. The budget for this amount is:
 - a. 76 hours @ \$75/hr = \$5,700
 - b. \$200 mileage and supplies
- B. The UMRDC will provide the CITY with invoices indicating the total amount due.
- C. In the event the service described in Section I is expected to exceed the 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. Changes in UMRDC Services

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

B. Liability

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.

C. Termination

This agreement may be terminated with or without cause by either the UMRDC or CITY upon sixty (60) 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.

D. Severability

Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the 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
Upper Minnesota Valley
Regional Development Commission

Mayor, City of Granite Falls

Date _____

Date _____

ATTEST:

City Manager

Date _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: June 27, 2017

RE: Milan ArtPlace Listening House

The UMVRDC has been working with the Southwest Minnesota Housing Partnership (SWMHP) on their Partnership Art program that is funded by ArtPlace America as they work in Milan. I have been working with a team of artists to develop a project called The Listening House. The project must use art to address an issue in the City of Milan.

Our proposal for \$50,000 total was funded. The UMVRDC will be allocated \$9,000 to reimburse staff time and mileage. Attached is the contract with the original proposal attached.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract from with SWMHP Partnership Arts for the Listening House Project in the city of Milan.

CONTRACT FOR SERVICES
By and between
Southwest Minnesota Housing Partnership
and
Upper Minnesota Valley Regional Development Commission

THIS AGREEMENT is made and entered into by and between the Southwest Minnesota Housing Partnership (SWMHP) and Upper Minnesota Valley Regional Development Commission (ARTIST).

WHEREAS, SWMHP is in need of professional services to work with the City of Milan and SWMHP to create a community-generated art exhibit which will explore the many meanings of home to the people of Milan; and,

WHEREAS, SWMHP acknowledges that a team of artists have prepared a proposal to conduct a Listening House in Milan; and,

WHEREAS, SWMHP will contract with the artists individually for this project and the artists acknowledge they will work collectively to meet the overall goals of the project; and,

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

I. TERM

This agreement shall be effective starting on June 15, 2017 and shall continue in effect until November 15, 2017 or until the SWMHP and the ARTIST mutually agree the obligations as stated herein have been fulfilled or until this agreement is terminated by either SWMHP or ARTIST, whichever comes first.

II. ARTIST OBLIGATIONS

The scope of services to be completed by ARTIST are:

- A. The primary role of the ARTIST will be to assist with outreach and development of finding a location for the exhibition, set up the installation, photography and editing of images, and final vision statement.
- B. ARTIST will work with SWMHP staff, City of Milan, Milan stakeholders, and community members to design, develop, and implement a creative project in service to the goals of this effort.

- C. ARTIST will work as a team with Lucy Tokheim, Lauren Carlson, and Brendan Stermer to serve as the lead artistic partners for the implementation of the creative project.
- D. ARTIST will work with community collaborators to advance and integrate creative practice into their community development efforts.
- E. ARTIST will attend all other workshops, events, and convening's scheduled as part of the initiative.
- F. ARTIST will participate fully in activities designed to document and assess the project's impact and effectiveness.
- G. ARTIST will ensure that a diverse cultural sector of Milan residents are engaged in the process.
- H. ARTIST will complete all activities, no later than November 15, 2017. ARTIST and SWMHP will retain copyright of all design materials produced as part of this project. Cross references (SWMHP cite ARTIST, ARTIST cite SWMHP) must be made posting on respective social media.
- I. ARTIST will be compensated no more than \$9,000. ARTIST acknowledges the total project budget of \$50,000 shall not be exceeded without prior approval of SWMHP including reimbursable expenses. ARTIST shall submit itemized invoices for services rendered. The proposal for services is included as Attachment A. SWMHP shall have no obligation to pay any invoices received more than 120 days after the contract termination date. ARTIST will be responsible for reimbursing any subcontractors identified in the project proposal.

III. SWMHP's OBLIGATIONS

- A. SWMHP Contact person for this project is Chelsea Alger.
- B. SWMHP agrees to provide ARTIST with information about the project to assist ARTIST in preparation of community project. Every effort will be made to respond to ARTIST's requests in a timely manner.
- C. The ARTIST and the team will be the lead entity responsible for organization of the participants and energy for the project. SWMHP agrees to assist with these efforts as needed.
- D. SWMHP assumes all administrative and other responsibility for the contractual agreement with ArtPlace.

IV. PAYMENTS AND SERVICES

- A. Artists will track their hours of service for meetings, community design workshops, community outreach, and project reporting. The ARTIST will invoice hourly at a \$75/hr rate and total compensation including time and travel expenses will not exceed \$9,000 for ARTIST. The project team of Upper Minnesota Valley Regional Development Commission, Lucy Tokheim, Lauren Carlson, and Brendan Stermer acknowledge their time will be compensated under separate contracts. The project team also acknowledges that SWMHP can directly compensate for other project expenses including reimbursement for other artists, translators, materials, space rental, artist stipends or can reimburse members of the project team if they directly incur these expenses. SWMHP expenditures for the entire project will not exceed \$50,000 as outlined in Attachment A.
- B. Payment of ARTIST by SWMHP will occur monthly following submittal of itemized invoices by ARTIST.

V. GENERAL PROVISIONS

- A. Independent Contractor: Nothing contained in this Agreement is intended or shall be constructed as creating an employer-employee relationship between SWMHP and the ARTIST. No tenure or any rights or benefits, including workers compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA or other benefits available to SWMHP employees or SWMHP-related representatives, shall accrue to ARTIST or ARTIST's employees. ARTIST is responsible for all withholding and other tax liabilities resulting from this contract.
- B. All materials produced by artists in connection with the project shall remain the copyright of the respective artists. SWMHP may use images of selected designs and completed art for noncommercial, educational or promotional purposes in print or electronically and acknowledge their participation in the project.
- C. ARTIST shall not start any installations prior to a Project Site Authorization agreement being executed between SWMHP and property owners.
- D. ARTIST shall indemnify and hold harmless SWMHP against and in respect to any and all claims as to theft or damage of the design materials, and as to any and all liability claims. ARTIST shall indemnify, defend, and hold harmless SWMHP against and in respect of any and all claims, costs, and expenses (including, without limitation, attorney's fees) that SWMHP shall incur or suffer, which arise, or result from, or relate to any breach of, or failure by ARTIST to perform any of the representations, warranties, covenants, or agreements in this Agreement or in any other instrument furnished or to be furnished by ARTIST under this agreement.

- E. Merger and Modification: The entire project Agreement between SWMHP and ARTIST, is contained herein. This project agreement supersedes all oral agreements and negotiations between parties. Any future modifications of this CONSULTANT/ARTIST Agreement shall only be valid when they have been reduced to writing and submitted to all parties.
- F. Extension: The Agreement term may be extended upon written consent of both parties.
- G. Termination: SWMHP or ARTIST may terminate this Agreement upon 14 days written notice. If the ARTIST terminates this Agreement, no payment will be issued. If SWMHP terminates this Agreement, settlement of fees due to the ARTIST shall be based on the hours of services performed at the date of termination. Within 30 days of termination of this contract, SWMHP shall be entitled to receive copies of all finished or unfinished documents, data, studies, and reports prepared by ARTIST under this Contract for Services
- H. Subcontracting and Assignment: ARTIST shall not enter into any subcontract for performance of any services under this Agreement without the prior written approval of SWMHP outside of team members identified in Attachment A.
- I. Responsibility for Damages Claims: ARTIST shall indemnify and save harmless SWMHP and their officers and employees from all suits, actions, and claims of arising out of the negligent acts, errors or omissions of the ARTIST.
- J. Accuracy, Errors, and Omissions: ARTIST agrees that all information provided to SWMHP will be true and correct to the best of ARTIST's knowledge. SWMHP is not liable for its use or dissemination of false or erroneous information, data or other materials provided by the ARTIST.
- K. Insurance: The ARTIST maintains, and shall maintain throughout the term of this Contract, commercial general liability insurance, automobile insurance (or hired and non-owned coverage on the commercial general liability insurance policy), miscellaneous professional liability insurance and workers' compensation insurance each in an amount not less than \$1,000,000.00 (except that the coverage for workers' compensation shall be in accordance with statutory requirements) to cover its activities under this Contract. ARTIST will provide a certificate evidencing insurance coverage in force as of the contract start date.

VI. CONTRACT NOTICES

All communications and notices provided for or permitted hereunder shall be effectively given if in writing and mailed postage prepaid certified mail or sent by overnight courier to the respective addresses set forth below. Notice shall be effective three (3) business days after deposit with the United States Postal Service or one (1) business day after deposit with an express courier.

Address for UMRDC

Kristi Fernholz
Partnership
323 W Schlieman Ave
Appleton, MN 56208

Address for SWMHP:

Southwest Minnesota Housing

2401 Broadway Avenue
Slayton, MN 56172
Attention: Chief Operating Officer

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

Southwest Minnesota Housing Partnership:

By: _____
Rick Goodemann, Chief Executive Officer

Date: _____

Upper Minnesota Valley Regional Development Commission:

By: _____
Dawn Hegland

Date: _____

Attachment A

Project Proposal

1) Project Name

The Listening House: Research and Exhibit Phase

2) Dates

Estimated start date: June 1 2017

Estimated finish date: Oct 31 2017

3) Brief Budget Narrative

Personnel Contracts with SWMHP

Core Team:

- Lauren K Carlson, Roster Artist, Salary \$9,000. Will interview community members, work with PlaceBase Productions, train team in deep listening, keep studio hours at Listening House, install exhibition, present information, consult on phase 2 planning/drafting rehabilitation for space.
- Kristi Fernholz, UMRDC, Contract \$9,000. The UMRDC will assist with outreach and development of finding a location for the exhibition, set up the installation, photography and editing of images, and final vision statement.
- Lucy Tokheim, Consulting Roster Artist, Salary \$9,000. Interviewing community members, working with PlaceBase productions, collaborate with Ann Thompson on activities with GMI youth center, design exhibition, keep studio hours at Listening House, present information to SWMHP, consult on phase 2 planning/drafting rehabilitation for space.
- Brendan Stermer, Webmaster, Social Media Campaign Manager, & Curator, Salary \$4,800

Total Core Team: \$31,800

Other Personnel Costs to be paid directly by SWMHP or reimbursed to artists

Community Partners/Capacity Building *per diem*:

As we build capacity with community partners, a per diem budget will allow us to compensate vital partners as needed. However, there is an organic process of discovery in finding people of best fit for services needed to ensure a successful project. The Listening house team has already identified potential partners but we desire

flexibility with respect to assigning contract work in our partners. This portion of the budget will be utilized on an as needed basis and the intention is to rolls surplus funding into Phase 2 of our project.

- Community guide and translator: per diem \$4,300 (potential partner Erika Raymond)
- Youth center media and production assistant: per diem \$2,400 (potential partner Apsi Kumo)

Total per diem reserved for Community Partners/Capacity Building: \$6,700

Video

We will take video throughout the project to document the process. This is not the main part of the project, but an important piece in creating a project that may be valuable to other communities who will want to use or learn from these techniques.

Video documentation, edit and creation of a short summary @ \$25/hr for 100hr
\$2,500

Composer to score video \$1,250

Total Video: \$3,750

Total Personnel Cost: \$42,250

Direct Costs to be paid directly by SWMHP or reimbursed to artists

Community Picnic Outreach

Ad budget \$300

Catering budget \$450

Improv workshop instructor \$150

Ukelele players \$450

Total Community Picnic Outreach: \$1,350

Supplies

Art Supplies: Water color paper, colored card stock, rulers, masking tape and clear tape, pencil sharpeners, Eberhard Faber's Col-Erase blue (#1276), Pencils, Erasers, Crayons, watercolors, acrylic and gouache (for correcting mistakes use Winsor-Newton Permanent White), inks, brushes, pens, marker brushes, chalk, sandwich board, photo paper \$750

Collaboration with Youth Center to set up a Wireless photo printer \$150

Temporary installation materials: This will include any rent, supplies, materials (wood, constructions, framing, reinforcing stairways or safety issues etc) needed for the actual installation of the collected stories, photographs and exhibit. \$5,500

Total Supplies: \$6,400

TOTAL DIRECT COSTS: \$7,750

GRAND TOTAL BUDGET FOR PHASE 1: \$50,000

4. Short project description

The Listening House is a community-generated art exhibit which will explore the many meanings of home to the people of Milan, Minnesota. The temporary exhibit will be held inside a dilapidated house which has been lived in by both Scandinavian and Micronesian community newcomers. The artworks displayed on the walls of the house will be generated via the following two methods: (1) a photo campaign in which members of the Milan community will submit photos of objects that remind them of home, or capture the essence of what it means to be home; (2) bits of text and artwork (visual, media, and audio) generated inside the exhibit itself through a series of listening sessions with our artists. The goal of the Listening House is to identify shared community housing values in Milan through art, play, and conversation. After the exhibit closes, the information gathered will be shared with the city council and used to envision an affordable housing plan that works for all of Milan's diverse community.

5. Location Description

This project will take place in the city of Milan. The small community of Milan has a history of finding creative ways to meet challenges and opportunities. Instead of declining population, Milan is growing: half of the community is a group of Micronesian people from the island of Chuuk who love Milan and have made it their home. Milan also has a population of Latino residents, and the long-time residents are mostly white Scandinavian.

Milan has an opportunity to work on creating low-cost housing to accommodate them or other newcomers with help from the Southwest MN Housing Partnership and Milan community partners. Rehabilitating a number of unsound buildings is possible, but requires deep visioning to understand community needs which will make this change sustainable. Therefore, the first phase of this project is a reflective listening project that

uses creative play to discover deep-seated feelings surrounding life and shelter. We need to first understand how the built environment is used, and understand the community's desires for the built environment, in order to avoid rehabbing structures in a way that interferes with the town's vibrant community life, beauty, and support for its inhabitants.

Milan is an ideal place to pilot the Listening House. As a small town with a diverse population, scale is not an obstacle. There is opportunity to effect direct change and connect with a large percentage of the population. This project has the potential to model arts based community development for other larger population groups struggling to solve problems and form relationships across complex cultural and institutional barriers, and The Listening House can be recreated and adapted to serve other communities with similar challenges.

6. Which community development sectors are most closely related to the challenge/opportunity this project will address?

This project will address education & youth, housing, and immigration.

7. What is the community planning and development challenge/opportunity this will address?

The housing stock in Milan is at a critical moment. As the small community is growing due to the influx of new Micronesian immigrants, the housing availability and condition no longer satisfy the community's needs. However, there are barriers to access for Micronesian families who cannot receive conventional financing. Both the SWMHP and the UMVRDC has been working with the Milan city council to answer questions relevant to the Micronesian population, but has encountered significant challenges thus far in creating sustainable change with regard to housing.

One reason housing has been a challenging issue is a need for better relationships between diverse population groups. It is possible an artist intervention could serve the city of Milan by using creative and collaborative art-based strategies to solicit feedback from an ethnically diverse representation of households. Visual arts, storytelling, and poetry are forms of expression within many cultures. The weaving together of varied cultural traditions creates a natural invitation for people to communicate with one another. This will serve the needs of the Milan city council and help address ongoing challenges for the Milan community.

8. Project Details

The Listening House relies on a variety of art-based approaches to build relationships and motivation in the Milan community. First, The Listening House is a temporary exhibition in a space in need of rehabilitation. The exhibition invites participation via an attending listening artist whose task is to assist viewers with adding their own visual or literary contribution to the installation as they come to see the exhibition.

Second, The Listening House also occupies a digital space in an attempt to solicit feedback from both those with strong connections to Milan whom no longer live within its geographical parameters, and to connect with younger generations who use technology as a primary means of communication.

Third, The Listening House actively seeks out underrepresented or typically unheard voices in the community by intentionally forming relationships via one-on-one interviews and by working alongside PlaceBase productions during the oral interviewing stage of their project.

As listening artists we come to the interview process with three questions to center the conversation. 1--describe what home means to you, 2--what do you miss when you are away, 3--Imagine a home you love. As artists, our goal is to discover something new together. We want everyone to feel very welcome and our team will make ourselves available for different methods of interacting with people:

- Office hours space set up for people visit with us both drop in and by appointment
- Interview & Art opportunities for drawing, poetry/stories, photography & audio
- Work with PlaceBase productions to ensure a synergistic process with them.
- Schedule appointments, attend events (volleyball tournament, Milanese women's group, etc)
- Conduct 30-40 interviews & collect images. Print out the images and poems/stories as they are taken.
- Add to the Listening Installation Collage as each interview is created.
- Keep a digital file of each interview/image/story/poem. Curate and exhibit materials.
- Website/blog for publicity and photo submissions, especially around Meander
- Bring in steering committee members, community members to identify what is missing

Roles for Team Artists and partners:

Lauren Carlson, Founder and Consulting Artist: training team and participants in reflective listening, Lauren will help Lucy coordinate community picnic with Improv games and music. Typically will go to where community members are in order to speak with them, as well as offer a geographical presence (office environment) for interviews.

She will be studio artist presence in listening house with set availability hours advertised to the community, open to collaborative art making during this time. Work closely with Place/Base productions to integrate project where possible without duplicating efforts. Possible oral history training or other collaborative work with GMI youth center. 120 hrs @ \$75/hr = \$9,000

Kristi Fernholz, Founder and UMRDC Senior planner, Photographer: Liaison with SW Housing Partnership & Milan community. Work with community partners, marketing, develop relationships with people, lead team meetings, take photos, work with residents to take photos, edit photos, office hours and community picnic launch. 120 hrs @ \$75/hr = \$9,000

Brendan Stermer, Founder and Social Media Manager/ Web Editor: Launch listening House website/blog by June 15, coordinate marketing and social networking, conduct interviews, oversee social media and marketing, curating space. 64 hrs @ \$75/hr = \$4,800

Lucy Tokheim, Founder and Consulting Artist: find options for a house we could use June-October 15, conversation with Erik Thompson, Mike Burns and other Milan landlords about housing options. With help from Listening House team get house ready to use first for interviews and art work projects and then installation. Interviews/Art time in June, July, and August up to Listening House Community Picnic on August 17th. Work on summary to present to city council before writing 2nd Stage proposal to Housing Partnership, assembling team for second stage of proposal. 120 hrs @ \$75/hr = \$9,000

9. Estimated timeline

Collect: June and July Information, researching, collecting, and community building. First two months involves Lauren, Lucy and Kristi working together to communicate well with Milan city council, community leaders, and potential partners. The Listening House Team will also work closely with PlaceBase productions in order to enhance and not duplicate their work in the community. These first two months will include Brendan creating website for photo submissions, as the team makes its intentions known in the community, and last, identifies a space for the installation. During this period, the exhibition materials will be assembled, and we intend to have an identifiable geographic location synonymous with the project.

Collaborate: August & September During August and September the Listening House team will install the word and image collection in The Listening House space. The Listening House will be launched with a celebratory picnic on Aug 17th. There will also be a language-based improv workshop as part of the community picnic, it will be a fun and collaborative environment for exploring Norwegian, Chuukese, and Spanish. Musicians will accompany the picnic, dependent on availability. After this date, Artist Hours will be held at the space and people will be encouraged to collaborate by adding artwork to the exhibition. This period includes curating the exhibit, adding and expanding as visitors come to contribute, updating the website, and working with GMI and Ann Thompson in the Youth Center

Celebrate: October Meander Weekend and weekend of PBP performance will be the time for The Listening House team to make their findings available to the city council and invite in other partners to begin Phase 2. Our goal is to have Phase 2 rehab a home in Milan using the information we will have gathered during the previous months. Phase 2 may also include other projects that will rise to the top: artist workshops, a working relationship with the GMI youth center, and planning of a podcast series relevant to issues facing rural communities similar to Milan. It will be a transitional time for the project, but also a marked finishing point with identifiable results.

10. Community Involvement

The community of Milan is directly involved as artistic collaborators in The Listening House, and the majority of content creation is done by community members. Team members have a deep commitment to a broad range of voices and will actively seek out those who are under-represented.

To generate excitement and energy surrounding the project we will: 1) actively plan our timeline to compliment events happening in Milan such as Meander and the Spoon Gathering, 2) launch the exhibition with a community picnic, celebrating with improv based theatre games directed by Lauren, and hire musical accompanists 3) work closely with PlaceBase productions so we neither repeat their efforts, nor exhaust the community.

PlaceBase Productions: PlaceBase will be conducting interviews starting in April, before our project has formally begun. We have already started conversations with them to have access to those interviews during the CCLI Institute. We plan to sit in with some interviews and combine our efforts. Our goal is to not duplicate efforts, but to utilize

information that they gather but cannot use with their project. We feel that we are a comprehensive project that can use all information gathered, and we will create an amazing companion piece to the theatre production they will be creating. Lauren will work with Ashley and Andrew during the second story swap in May. Then as Ashley and Andrew develop a script, she'll work closely with them to use compelling narratives that are not part of PlaceBase's final script. This will happen the last two weeks of July as PlaceBase finalizes its play.

Last we'll actively seek opportunities to work with community members and institutions such as local churches, GMI, Milanese women's group, City Council and others. Our per diem capacity building budget will give us financial means to compensate crucial partners from the Micronesian community, whom we'll identify during phase 1.

11. Role of Arts and Culture in this project.

Film&Media

Literature

Visual Arts

Theatre

12. How will this project deploy arts and culture?

This project will gather images, poetry and stories through media and community-outreach to exhibit a compelling narrative centered on what home means to Milan's residents. As a scene location for Milan's Place/Base production, the Listening House team will collaborate with Ashley Hanson and Andrew Gaylord, using music and theatre to invite the community into the Listening House space. A community picnic will use arts-based development strategies such as improvisational theatre games and song to attract and motivate local participation.

Our project will also utilize media arts to help communicate the project to the community. A website/blog will be created, we will conduct interviews with the local radio station and newspaper, we will utilize video, facebook live, snapchats or any social media that lends itself to helping reach more Milan residents.

We will also take video throughout the project. At the end of the project, we will have a short video created by a video editor to summarize our project, as well document our work. We may work with Pioneer Public Television or someone with similar expertise.

13. Why have these artistic fields been chosen as part of this project?

Visual and literary arts lend themselves to listening and discovery, and welcome people of varying ability. Engaging in the art making process is important because people need opportunity for spontaneous social interaction to forge relationships. Playing together builds relationships, and creative experimentation encourages engagement and connection. Collaborating and creating an arts installation with neighbors will harness momentum and energy from PlaceBase Productions in a complementary and synergistic way, and will also help us discover deep feelings about home that need to be made known before rehabilitating structures in order to motivate sustainable partnerships with community members.

Visual arts, storytelling, and poetry are forms of expression within many cultures. The Listening House installation is designed to weave together a variety of cultural traditions in order to invite people to communicate with one another. We have chosen these artistic fields because they also most closely align with the artistic disciplines of the founding team. The Listening House team seeks to explore what it means for artists to serve their own communities by utilizing their respective areas of expertise to assist the people around them. We want to partner with the city council and believe the arts, creativity, imagination and collaboration can successfully communicate across cultural boundaries.

14. Why or how have the specific partners been chosen for this project?

Each of the team members is a founding partner of The Listening House as a concept, and all team members were trained in the Creative Community Leadership Institute through Intermedia Arts. Lucy Tokheim is an established artist with strong ties to Milan. Lauren Carlson is a poet and writer who has a relationship with the housing partnership and is a Roster artist for Partnership Art. Kristi Fernholz is both employed by the UMVRDC, originally from Milan, and an artist. Brendan Stermer is a media artist and producer from the Montevideo area well acquainted with Milan. The team represents a diverse group of ages, genders, disciplines, and professions that complement and enhance one another, and are all needed to make The Listening House a successful project. The combined networks of the team are also important resources for the project, as each person has strong connections with different community partners.

15. What will be different in this community when the project is completed.

At the end of this phase of The Listening House, the following will be different:

1. Milan residents will have developed deeper relationships between the diverse population groups. We will identify leaders in Milan to work on Phase 2.

2. The Milan City Council will have a better understanding in what is ultimately needed as they address housing issues in Milan. They will be able to answer the question: What do “they” want? “They” refers to mainly the Micronesian community but also the rest of Milan’s residents that live together in this small community.
3. Various projects will be identified to continue to build relationships in Milan (art-based workshops such as woodworking is an example of one possible project).
4. Shared values by all residents in Milan will be identified.
5. A deeper understanding of the housing issues in Milan will be identified and understood by the Milan City Council, the Micronesian community and the residents of Milan.
6. Possible solutions to housing issues in Milan will start to be identified. Experts that should be brought in for Phase 2 will be identified.
7. Conversations about a dilapidated house will have started, identifying issues and possible solutions.
8. A vision for a single home will be identified.
9. A general vision for housing in Milan will be identified. This will take place in cooperation with PlaceBase Productions.
10. Groundwork will be laid to do rehabilitation that fits the needs of the residents of Milan. This is important because without this deeper understanding of the diversity and housing issues in Milan, there is the potential that 1) nothing will be done resulting in demolition of many homes, resulting in the need for new construction which is currently not cost effective, 2) rehabilitation done as a reaction might not fit the long-term sustainability of housing needs of the residents in Milan, or many other undesirable outcomes.
11. Groundwork will be laid to begin Phase 2: to rehab a home utilizing arts based intervention. The ultimate change in this Phase 2 will be to create a chain event of rehabilitation in Milan.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kirk Bustrom, Senior Planner
DATE: June 27, 2017
RE: Lac qui Parle & Swift Counties All-Hazard Mitigation Plan Contracts

Both Lac qui Parle and Swift Counties need to complete an update to their All-Hazard Mitigation plans. All-Hazard Mitigation plans must be updated every five (5) years. For the past two years, the UMRDC office has been working with Minnesota Homeland Security and Emergency Management (HSEM) to secure funding for the All-Hazard Mitigation plan updates for Lac qui Parle and Swift Counties. HSEM received funding from FEMA and are subcontracting with the UMRDC to complete the plan updates. The FEMA grant provides 75% of the funds. The local commitment from the counties is 25%.

Each county has already committed their 25% match via County Board resolution for a combination of cash and in-kind contribution. The UMRDC has executed Technical Assistance agreements with both counties for completion of updates to their All-Hazard Mitigation plans.

ACTION REQUESTED:

Authorization for the Executive Director to sign the Technical Assistance agreements with Lac qui Parle and Swift counties for update of their All-Hazard Mitigation plans.

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
COUNTY OF SWIFT
FY17-019

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

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

WHEREAS, the nature of the said services is to assist the COUNTY in preparing an all-hazard mitigation plan update that is compliant with the latest Federal Emergency Management Agency (FEMA) requirements and the Disaster Mitigation Act of 2000; and

WHEREAS, the UMVRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning June 2017; and

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

SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to:

- A. Prepare an all-hazard mitigation plan for the COUNTY that meets the requirements of FEMA and the Disaster Mitigation Act of 2000 and the terms of the grant agreement between the UMVRDC and Minnesota Department of Homeland Security and Emergency Management (HSEM). This includes working with the County Contact to complete the items specified in Section II. A.
- B. Facilitate a regional planning process that encourages/allows for cities and townships within the COUNTY to participate and adopt the COUNTY's all-hazard mitigation plan.
- C. Draft the update chapters for the plan with guidance from a local taskforce.
- D. Ensure incorporation of Level 2 HAZUS Modeling for flood disasters when applicable.
- E. Updated existing maps and new maps (such as location of ARMER towers) when applicable.
- F. Facilitate a total of up to sixteen (16) meetings. Those meetings include the following:

1. Five (5) Regional Emergency Manager Meetings
2. Seven (7) County Taskforce Meetings
3. Three (3) County Public Meeting Presentations (taskforce to be present)
4. One (1) County Public Hearing (to adopt updated plan)

G. Submit drafted plan to HSEM and FEMA by March 2019.

H. Work with the County and cities to adopt the plan after FEMA and HSEM review.

I. Provide the COUNTY with one (1) hard copy and one (1) digital copy of the final all-hazard mitigation plan update. There will be a charge for additional copies of the final plan.

SECTION II. DESCRIPTION OF COUNTY'S RESPONSIBILITIES

The COUNTY agrees to:

A. Appoint a primary contact for this project. This contact person is

Name: _____

Title: _____

Phone & Email _____

The project contact will be tasked with identifying local individuals to participate on the county task force and be responsible for working with RDC staff to accomplish the following steps to update the All-Hazard Mitigation Plan:

- 1) **Planning Process:** This section of the plan will document the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved. Develop a taskforce that includes the local schools districts and private sector representatives (such as: trailer park owners, apartment building managers, resort owners, major employers, etc.)
- 2) **Risk Assessment:** This section of the plan provides the factual basis for activities proposed in the strategy to reduce losses from identified losses. The plan will include a description of the type of location and the extent of all natural hazards that can affect the communities participating in the plan process.
- 3) **Mitigation Strategy:** This section provides the community's blueprint for reducing the potential losses identified in the risk assessment. This section of the plan will include a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.
- 4) **Plan Maintenance Procedure:** This section of the plan will describe the plan maintenance process including the method and schedule of monitoring, evaluating, and updating the plan within a five-year cycle.
- 5) **Plan Adoption:** This section of the plan will include documentation that the governing body of the community requesting approval of the plan has formally adopted the plan. Cities within the County will have one year to adopt the final plan.

B. Provide information as requested to document emergency managers time related to project activities for quarterly reporting to HSEM and FEMA which may include:

- submission of timesheets
- detailed summary of work performed
- completed quarterly report forms as requested by the UMVRDC

This information will be used to document the County's local match.

- C. Provide the UMVRDC with specific information, plans and documents as needed to complete the UMVRDC's services;
- D. Schedule, conduct, mail and print information for COUNTY public hearings as required and assure that all publication and notification requirements are met (all costs are reimbursed out of the grant);
- E. Be the party responsible for implementing the items identified in the final plan.
- F. Compensate the UMVRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed June 2017 – May 2020.
- B. The time period for this Contract may be amended upon request and signed approval by both the UMVRDC and COUNTY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMVRDC shall be compensated for services provided in Section I of this Contract with the grant funds provided in the grant agreement between the UMVRDC and Minnesota Department of Public Safety.
- B. The COUNTY agrees to commit \$10,054 (25% of the total project cost as required by the grant agreement with the Minnesota Department of Homeland Security and Emergency Management (HSEM)) for services provided by the UMVRDC in Section I of this Contract. The \$10,054. was previously committed by County Resolution (attached) and will be used as follows:

\$10,054	Total County Local Match	
-1914	County Emergency Managers Time	In-kind
-1241	Task Force Members	In-kind
\$6,899	Subtotal	
\$6,899	Amount due for RDC staff time, GIS consultant, direct expenses	Cash

This amount is due to the UMVRDC by June 30, 2017.

The County may choose to apply for a UMRDC Hedgehog Grant that could provide up to \$5,000 of the above amount due. Any amount awarded will be refunded to the County after approval by the UMRDC Board.

- C. The UMRDC will provide the COUNTY with an invoice indicating services provided and the total amount due (included with this contract).
- D. Our fees for these services are generally based on time expended and out-of-pocket expenses, such as report production, postage, travel, fax, etc. However, they might also include other factors deemed relevant, including the difficulty of the questions and the skill required to perform the services properly; time limitations imposed by either you or the circumstances; the nature and length of the professional relationship between us; and the experiences, reputation and ability of the UMRDC staff assigned to the engagement.
- E. The contract fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the contract. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

SECTION V. GENERAL PROVISIONS

A. Changes in UMRDC Services

In the event the COUNTY 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 COUNTY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

B. Liability

The COUNTY 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.

C. Termination

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

In the event of termination, the COUNTY 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.

D. Severability

Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the UMRDC and COUNTY, who agree that the Contract

shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision. We appreciate the opportunity to be of service to the COUNTY and believe this contract accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagements as described in this contract, please sign the acceptance portion of this contract and return it to us.

SECTION VI. ACCEPTANCE

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

Executive Director
Upper Minnesota Valley
Regional Development Commission

Date: _____

SWIFT COUNTY BOARD CHAIR

Date: _____

ATTEST:

SWIFT COUNTY AUDITOR

Date: _____

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
COUNTY OF LAC QUI PARLE
FY17-020

WHEREAS, this Contract for Services is by and between the COUNTY OF LAC QUI PARLE, MINNESOTA, hereinafter referred to as the COUNTY, and the UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION, hereinafter referred to as the UMVRDC; and

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

WHEREAS, the nature of the said services is to assist the COUNTY in preparing an all-hazard mitigation plan update that is compliant with the latest Federal Emergency Management Agency (FEMA) requirements and the Disaster Mitigation Act of 2000; and

WHEREAS, the UMVRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning June 2017; and

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

SECTION I. DESCRIPTION OF UMVRDC SERVICES

The UMVRDC hereby agrees to:

- J. Prepare an all-hazard mitigation plan for the COUNTY that meets the requirements of FEMA and the Disaster Mitigation Act of 2000 and the terms of the grant agreement between the UMVRDC and Minnesota Department of Homeland Security and Emergency Management (HSEM). This includes working with the County Contact to complete the items specified in Section II. A.
- K. Facilitate a regional planning process that encourages/allows for cities and townships within the COUNTY to participate and adopt the COUNTY's all-hazard mitigation plan.
- L. Draft the update chapters for the plan with guidance from a local taskforce.
- M. Ensure incorporation of Level 2 HAZUS Modeling for flood disasters when applicable.
- N. Updated existing maps and new maps (such as location of ARMER towers) when applicable.
- O. Facilitate a total of up to sixteen (16) meetings. Those meetings include the following:

1. Five (5) Regional Emergency Manager Meetings
2. Seven (7) County Taskforce Meetings
3. Three (3) County Public Meeting Presentations (taskforce to be present)
4. One (1) County Public Hearing (to adopt updated plan)

P. Submit drafted plan to HSEM and FEMA by March 2019.

Q. Work with the County and cities to adopt the plan after FEMA and HSEM review.

R. Provide the COUNTY with one (1) hard copy and one (1) digital copy of the final all-hazard mitigation plan update. There will be a charge for additional copies of the final plan.

SECTION II. DESCRIPTION OF COUNTY'S RESPONSIBILITIES

The COUNTY agrees to:

G. Appoint a primary contact for this project. This contact person is

Name: _____

Title: _____

Phone & Email _____

The project contact will be tasked with identifying local individuals to participate on the county task force and be responsible for working with RDC staff to accomplish the following steps to update the All-Hazard Mitigation Plan:

- 6) **Planning Process:** This section of the plan will document the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved. Develop a taskforce that includes the local schools districts and private sector representatives (such as: trailer park owners, apartment building managers, resort owners, major employers, etc.)
- 7) **Risk Assessment:** This section of the plan provides the factual basis for activities proposed in the strategy to reduce losses from identified losses. The plan will include a description of the type of location and the extent of all natural hazards that can affect the communities participating in the plan process.
- 8) **Mitigation Strategy:** This section provides the community's blueprint for reducing the potential losses identified in the risk assessment. This section of the plan will include a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.
- 9) **Plan Maintenance Procedure:** This section of the plan will describe the plan maintenance process including the method and schedule of monitoring, evaluating, and updating the plan within a five-year cycle.
- 10) **Plan Adoption:** This section of the plan will include documentation that the governing body of the community requesting approval of the plan has formally adopted the plan. Cities within the County will have one year to adopt the final plan.

H. Provide information as requested to document emergency managers time related to project activities for quarterly reporting to HSEM and FEMA which may include:

- submission of timesheets
- detailed summary of work performed
- completed quarterly report forms as requested by the UMVRDC

This information will be used to document the County's local match.

- I. Provide the UMVRDC with specific information, plans and documents as needed to complete the UMVRDC's services;
- J. Schedule, conduct, mail and print information for COUNTY public hearings as required and assure that all publication and notification requirements are met (all costs are reimbursed out of the grant);
- K. Be the party responsible for implementing the items identified in the final plan.
- L. Compensate the UMVRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed June 2017 – May 2020.
- B. The time period for this Contract may be amended upon request and signed approval by both the UMVRDC and COUNTY.

SECTION IV. COMPENSATION FOR SERVICES

- F. The UMVRDC shall be compensated for services provided in Section I of this Contract with the grant funds provided in the grant agreement between the UMVRDC and Minnesota Department of Public Safety.
- G. The COUNTY agrees to commit \$10,054 (25% of the total project cost as required by the grant agreement with the Minnesota Department of Homeland Security and Emergency Management (HSEM)) for services provided by the UMVRDC in Section I of this Contract. The \$10,054. was previously committed by County Resolution (attached) and will be used as follows:

\$10,054	Total County Local Match	
-1914	County Emergency Managers Time	In-kind
-1241	Task Force Members	In-kind
\$6,899	Subtotal	
\$6,899	Amount due for RDC staff time, GIS consultant, direct expenses	Cash

This amount is due to the UMVRDC by June 30, 2017.

The County may choose to apply for a UMRDC Hedgehog Grant that could provide up to \$5,000 of the above amount due. Any amount awarded will be refunded to the County after approval by the UMRDC Board.

- H. The UMRDC will provide the COUNTY with an invoice indicating services provided and the total amount due (included with this contract).
- I. Our fees for these services are generally based on time expended and out-of-pocket expenses, such as report production, postage, travel, fax, etc. However, they might also include other factors deemed relevant, including the difficulty of the questions and the skill required to perform the services properly; time limitations imposed by either you or the circumstances; the nature and length of the professional relationship between us; and the experiences, reputation and ability of the UMRDC staff assigned to the engagement.
- J. The contract fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the contract. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

SECTION V. GENERAL PROVISIONS

- E. Changes in UMRDC Services
In the event the COUNTY 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 COUNTY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.
- F. Liability
The COUNTY 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.
- G. Termination
This agreement may be terminated with or without cause by either the UMRDC or COUNTY upon fourteen (14) days prior written notice.

In the event of termination, the COUNTY 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.
- H. 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 COUNTY, who agree that the Contract

shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision. We appreciate the opportunity to be of service to the COUNTY and believe this contract accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagements as described in this contract, please sign the acceptance portion of this contract and return it to us.

SECTION VI. ACCEPTANCE

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

Executive Director
Upper Minnesota Valley
Regional Development Commission

LAC QUI PARLE COUNTY BOARD CHAIR

Date: _____

Date: _____

ATTEST:

LAC QUI PARLE COUNTY AUDITOR

Date: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Laura Ostlie, Loan Officer

DATE: June 27, 2017

RE: Granite Falls Small Cities Development Program

The City of Granite Falls has requested assistance with a Small Cities Development Program (SCDP) grant application this fall. Staff will assist the City with developing a new application and will work with the Granite Falls EDA in developing a list of interested participants in the program. The cost of the application is \$8,000. Applications are due to the State November 10, 2017. Staff for the contract include myself and Kristi Fernholz.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract from \$8,000 with the City of Granite Falls to author a Small Cities Development Program grant.

Encl.

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF GRANITE FALLS

FY17 – 023 Granite Falls SCDP 2018

WHEREAS, this Contract for Services is by and between the City of BENSON, 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 in preparing a Small Cities Development Program (SCDP) application hereafter referred to as SCDP application; and

WHEREAS, the UMRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning July 2017; 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. Coordinate, author and submit an SCDP application proposal to the Minnesota Department of Employment and Economic Development (DEED) by November 9th, 2017; and
- B. Work with the Granite Falls EDA to establish an interest list of homes and rental properties; and
- C. Work with the City Manager and City EDA's to develop an interest list of commercial businesses; and
- D. Prepare and submit a full application to DEED by February 22nd, 2018; and
- E. If awarded SCDP funds, the UMRDC will provide grants administration services under a separate contract with the City.

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project;
- B. Provide the UMVRDC with specific information, plans, resolutions and documents as needed to complete the UMVRDC's services;
- C. Assist the UMVRDC in gathering adequate number of eligible waiting list candidates for the application process (i.e. press releases, door-to-door survey or phone survey);
- D. Schedule, conduct, mail and print information for CITY public hearings/meetings as required and assure that all publication and notification requirements are met;
- E. Pay for all cost related to public hearings and corresponding publications and notifications;
- F. Be the party responsible for updating and maintaining all work completed under this Contract;
- G. Compensate the UMVRDC in accordance with Section IV of this Contract;
- H. Utilize the UMVRDC as the grants administrator under a separate contract if funds are awarded.

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed July 2017 – June 2018;
- B. The time period for this Contract may be amended upon request and signed approval by both the UMVRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMVRDC shall be compensated for services provided in Section I of this Contract.
- B. The CITY agrees to pay the UMVRDC the amount of \$8,000

Compensation for services paid by the CITY will be provided as follows:

1. The cost of the application proposal is \$6,000 and will be billed upon submission.
 2. The cost of the full application is \$2,000 and will be billed upon submission.
- C. The UMVRDC will provide the CITY with a final invoice indicating services provided and the total amount due.
- D. Our fees for these services are generally based on time expended and out-of-pocket expenses, such as report production, postage, travel, fax, etc. However, they might also include other factors deemed relevant, including the difficulty of the questions and the skill required to perform the services properly; time limitations imposed by either you or the circumstances; the nature and length of the professional relationship between us; and the experiences, reputation and ability of the UMVRDC staff assigned to the engagement.
- E. The contract fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the contract. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

SECTION V. GENERAL PROVISIONS

- A. Changes in UMVRDC Services
In the event the CITY requests additional service from that described in Section I, and such services are to be completed by the UMVRDC, the UMVRDC shall be entitled to additional compensation as agreed to by both the UMVRDC and CITY. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.
- B. Liability
The CITY agrees to waive the UMVRDC and the UMVRDC's commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.
- C. Termination
This agreement may be terminated with or without cause by either the UMVRDC or CITY upon 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.

D. Severability

Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the 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: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: June 27, 2017

RE: Dawson's Minnesota Historical Society Grant Application

The City of Dawson has requested assistance with a Minnesota Historical Society Historical and Cultural Grant. Staff will coordinate, author and submit a grant for the Dawson Library Building.

The cost of the contract is \$4,000. Applications are due July 21, 2017. Staff for the contract include myself and Kirk Bustrom.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract from \$4,000 with the City of Dawson to author a Minnesota Historical Society Historical and Cultural Grant.

CONTRACT FOR PROFESSIONAL SERVICES
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND THE
CITY OF DAWSON

FY17 – 024 DAWSON MNHS GRANT APPLICATION

WHEREAS, this Contract for Services is by and between the City of DAWSON, 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 grant writing; and

WHEREAS, the UMRDC agrees to provide professional services as required in this Contract and shall begin to provide said services beginning June 26, 2017; and

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

- A. The UMRDC hereby agrees to write a Minnesota Historical Society Historical and Cultural Grant for the Dawson Library Building. The Pre-Application is due July 21, 2017.

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;
- C. If needed, pay for all cost related to public hearings and corresponding publications and notifications;

- D. Be the fiscal agent for grants;
- E. 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 June 26, 2017 – December 31, 2017;
- 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 \$4,000 for services provided in Section I of this Contract.
- B. The CITY is eligible to apply for a UMRDC Hedgehog Grant of up to \$2,000 (shall not exceed 50%) to offset the total cost of this contract;
- C. The UMRDC will provide the CITY with an invoice indicating services provided and the total amount due.
- D. 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 UMVRDC or CITY upon fourteens (14) days prior written notice.

In the event of termination, the CITY shall be obligated to the UMVRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section 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 UMVRDC and CITY, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

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

EXECUTIVE DIRECTOR
UMVRDC

AUTHORIZED REPRESENTATIVE

Title: _____

Date: _____

Date: _____

ATTEST:

Title: _____

Date: _____

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: June 27, 2017

RE: Byway Minnesota Historical Society Partnership Amendment

This amendment to our contract to complete the Byway's grant with the Minnesota Historical Society Partnership program is for additional funds to do final coordination between partners to complete the project.

Our contract is with the city of Appleton who are the fiscal agent for this project.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached amendment for an additional \$2,924 for a total of \$35,624 with the City of Appleton to complete the Byway Partnership project.

AMENDMENT 01
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
AND
CITY OF APPLETON
#FY17-05

**Implementation of the Scenic Byway Heritage Partnership Program Grant
Agreement: MHS Grant Number 1512-18958;**

SECTION I. DESCRIPTION OF UMVRDC SERVICES

Month 10: Additional coordination

We will write summaries and do additional final coordination between partners and MNHS to complete the project.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMVRDC shall be compensated \$32,700 + **\$2,924 = \$35,624** for services provided in Section I of this Contract.
- B. The UMVRDC will provide the CITY with invoices indicating the total amount due at the following schedule:
- September 15, 2016: 20% of contract (\$6,540)
 - November 15, 2016: 20% of contract (\$6,540)
 - February 15, 2017: 20% of contract (\$6,540)
 - March 15, 2017: 20% of contract (\$6,540)
 - June 30, 2017 or upon completion: 20% of contract (remainder of contract) (\$6,540 + **\$2,924 = \$9,464**)

Executive Director
Upper Minnesota Valley
Regional Development Commission

Authorized Representative

Authorized Representative's Title

DATE: _____

DATE: _____