



BOARD MEETING AGENDA
March 27, 2018 - 6:30 PM

Pledge of Allegiance

Introductions

Approve Agenda/Additions

Guest Presentation:

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

1. Action Items

- a. Loan Advisory Board Recommendations
- b. Corridors of Commerce Letter of Support
- c. Dawson Minnesota Historical Society Grant Application Contract
- d. Dawson Hedgehog Request

2. Information Items

- a. Planner Update
- b. Executive Director Update
- c. Revolving Loan Fund Update

3. Discussion Items

- a. ATIP Open House Recap

4. Consent Agenda Items

- a. Minutes from UMRDC February 2018 Meeting
- b. February 2018 Treasurer's Report and Board Payment Listings
- c. RLF Treasurer's Report
- d. Browns Valley Fiscal Agent Contract

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

Staff Presentation: Isaac Jensen-under Discussion Item

Citizen Comments:

Adjournment:

Next Meeting: Tuesday, April 24th - BHAGs @ 5pm

UMVRDC Mission Statement

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

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: March 27, 2018
RE: RLF Loan Advisory Board Recommendations

Vali Vu Motel Loan Request-On March 12th, the RLF loan advisory board made a recommendation to approve a loan request by Arthur and Krista Arndt, to assist in the purchase of the Vali Vu Motel in the amount of \$30,000. The loan will assist in the financing of the real estate for this motel in Ortonville.

With this loan financing structure, the UMRDC would have a shared 2nd mortgage and 2nd position blanket UCC with the Big Stone Area Growth and Ortonville Economic Development Authority, along with being behind Minnwest Bank.

Three jobs will be created or retained with this project.

Action Requested:

Approve the RLF Advisory Board recommendation of a \$30,000 loan at 5% for 10 years from the UMRDC Disaster RLF.

Jager Building Supply, LLC Settlement Request- The RLF advisory board recommended approving a \$28,000 settlement request from Justin Jager. Following the complete liquidation of all business assets, he has requested settlements from each of the lenders.

Minnwest Bank has already approved their settlement request and approved the ability for the RDC and SWIF to receive proceeds while they are still in a repayment status. SWIF has reported they will likely be inclined to accept to the settlement due to the lack of business assets.

The current remaining RDC balance is \$37,009.62. If settlement is approved, borrowers have agreed to pay the agreed upon settlement within in 45 days.

Action Requested:

Approve the RLF Advisory Board recommendation of accepting a \$28,000 loan settlement request from Justin Jager on behalf of Jager Building Supply, LLC

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Isaac Jensen, Planner
DATE: March 27, 2018
RE: Corridors of Commerce Letter of Support

I believe we will be getting a request from MnDOT for a letter of support to support any Corridors of Commerce applications from our region. Several of my colleagues received letters today and the list of projects were found on MnDOT's website. Letters are due April 16.

I was not sure if the RDC would draft a general letter of support for all the projects in our region or would want to review them and prioritize the projects in some fashion. There are several recommendations for the same section of roadway- will we support one option over another or suggest both?

Letters of support will be required from chambers of commerce, cities, counties and RDCs.

Action Requested:

Authorize a letter of support for the Corridors of Commerce program.

March 27, 2018

Minnesota Department of Transportation
395 John Ireland Boulevard
St. Paul, MN 55155

Re: Corridors of Commerce

To Whom It May Concern:

The Upper Minnesota Valley Regional Development Commission reviewed the projects submitted for the Corridors of Commerce program and would like to voice our support for the following projects:

1. US 212 Expand the roadway from two lanes to four lanes. Starting 3 miles east of Granite Falls at Hwy 23 North to Jonathan Carver Parkway west of Chaska
2. MN 7 & 23 Install roundabout at the junction of MN 7 & 23 in Clara City
3. US 212 add a passing lane between Montevideo and Granite Falls
4. MN 7 & 23 Build overpass that carries Highway 7 over Highway 23 and a short connector road between those two highways. This will eliminate Hwy. 23 traffic having to stop for Hwy. 7 and eliminate many serious crashes.
5. US 212 & MN 67 In Granite Falls, between the intersections of 13th Street and 15th Street; Replace low clearance, narrow railroad overpass with wider and higher clearance viaduct carrying BNSF RR tracks over Highways 212/67.
6. US 212 between Granite Falls and Montevideo Eliminate four existing short no passing zones by lowering elevation of high spots and filling in nearby low elevation areas. Reducing these vertical curves would eliminate no passing zones on a road that has a large mix of commercial and automobile traffic speeding up travel time and increasing safety through longer sight lines.
7. MN 23 Add three sets of passing lanes to the roadway between the northern limit of the City of Pipestone and the southern limit of the City of Willmar.

WE COULD ASK FOR SOME JUSTIFICATION LIKE SHOW BELOW:

The proposed paving of 200th Street will improve safety and access for Canby Municipal Airport visitors. The airport, located on 200th Street, provides connectivity for Canby within the Upper Minnesota Valley Region and the State. Paving the initial portion of 200th Street leading from US Highway 75 to the airport will improve access to Canby Municipal Airport.

The county-owned portion of 200th Street is currently unpaved, which can create unsafe conditions during heavy rains, especially for vehicles pulling trailers. Paving 200th Street from US Highway 75 to the municipal airport will enhance access to Canby Municipal Airport for local residents and regional visitors.

The Upper Minnesota Valley Regional Development Commission greatly appreciates your time and consideration in reviewing these projects.

Sincerely,

Gary Johnson
Board Chairman

What is the highway number of the project you are recommending?	Please describe the project's starting and ending locations:	Project Type
212	Starting 3 miles east of Granite Falls at Hwy 23 North to Jonathan Carver Parkway west of Chaska	Expand the roadway from two lanes to four lanes.
23 & 7	The Jct. of Hwy 23 and Hwy 7 in Clara City	Other: Roundabout
212	Between Granite Falls and Montevideo.	Add a passing lane to the roadway.
23/7	At Clara City	Other: Build overpass that carries Highway 7 over Highway 23 and a short connector road between those two highways. This will eliminate Hwy. 23 traffic having to stop for Hwy. 7 and eliminate many serious crashes.
212/67	In Granite Falls, between the intersections of 13th Street and 15th Street.	Other: Replace low clearance, narrow railroad overpass with wider and higher clearance viaduct carrying BNSF RR tracks over Highways 212/67.
212	Granite Falls and Montevideo	Other: Eliminate four existing short no passing zones by lowering elevation of high spots and filling in nearby low elevation areas. Reducing these vertical curves would eliminate no passing zones on a road that has a large mix of commercial and automobile traffic speeding up travel time and increasing safety through longer sight lines.
23	Between Pipestone and Willmar	Add three sets of passing lanes to the roadway.

ACTION MEMO

TO: Upper MN Valley RDC Commissioners

FROM: Kristi Fernholz, Senior Planner

DATE: March 27, 2018

RE: Dawson Minnesota Historical Society Grant Application

The City of Dawson has requested assistance with a Minnesota Historical Society (MNHS) Historical and Cultural Grant application for the Dawson Library Building to conduct a Conditions Assessment. The cost of the application is \$4,000. The pre-application is due to the state on May 25, 2018 with the full application due on July 20, 2018. This portion of the contract is eligible for a Hedgehog Grant. That request is included in this packet.

We had a similar request last year, and we wrote a grant on behalf of the city to create drawings and construction documents for building repairs. That grant was unsuccessful. MNHS recommends that the city conduct a conditions assessment on the building instead, which will give the city a better idea of all the issues in the building.

This contract also includes the preparation of a Request for Proposals to get bids from qualified architects to conduct a Conditions Assessment that follows the MNHS procurement guidelines. This cost is \$500.

The total contract is \$4,500.

ACTION REQUESTED:

Approve and authorize the Executive Director's signature on the attached contract for \$4,500 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

FY18 – 13 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 March 27, 2018; and

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

- A. The UMRDC hereby agrees to do the following:
 - a. Prepare a Request for Proposals (RFP) to get bids from qualified architects. The UMRDC will provide a selection of email addresses from the Minnesota Historical Society and the CITY will conduct the formal procurement process that follows MNHS guidelines.
 - b. Write a Minnesota Historical Society (MNHS) Historical and Cultural Grant for the Dawson Library Building to do a Conditionals Assessment. The Pre-Application is due May 25, 2018 and the full application is due July 20, 2018.

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project;

- B. Conduct the formal procurement process that follows MNHS guidelines that includes: formal notice, send out RFP, field questions, conduct interviews, create criteria and select the architect.
- C. Provide the UMRDC with documents as needed;
- D. If needed, pay for all cost related to public notices, hearings and corresponding publications and notifications;
- E. Be the fiscal agent for grants;
- F. Compensate the UMRDC in accordance with Section IV of this Contract;

SECTION III. CONTRACT PERIOD

- A. Services provided under the terms of this Contract will be performed March 27, 2017 – July 31, 2018;
- 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 the following:
 - a. \$500 for Section 1a of this contract
 - b. \$4,000 for services provided in Section 1b 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 grant writing 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: March 27, 2018
RE: Dawson Hedgehog Request

The City of Dawson has requested assistance with a Minnesota Historical Society (MNHS) Historical and Cultural Grant application for the Dawson Library Building to conduct a Conditions Assessment. The cost of the application is \$4,000. The pre-application is due to the state on May 25, 2018 with the full application due on July 20, 2018.

We had a similar request last year, and we wrote a grant on behalf of the city to create drawings and construction documents for building repairs. That grant was unsuccessful. MNHS recommends that the city conduct a conditions assessment on the building instead, which will give the city a better idea of all the issues in the building.

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

In 2018 we have expended the following in Hedgehog Grants.

- \$4,000 to the city of Clarkfield for the SCDP application
- \$3,300 to the Upper Sioux Community for FEMA grant writing

Hedgehog Grant Program

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



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 UMRDC.

Hedgehog Grant Review Criteria

Date: March 27, 2018
City/County/Township/Tribal/School District Name: City of Dawson
Project Name: Minnesota Historical Society Historical and Cultural Grant application for a Conditions Assessment
Cost: \$ <u>4,000</u> Total Estimated Project Cost \$ <u>2,000</u> Total local share \$ <u>2,000</u> Requested Amount from Hedgehog Grant <i>(50% of the total project cost up to \$5,000.)</i>
\$ <u>6,700</u> Amount left for cities under 500 if this project is funded
\$ <u>4,000</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)
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 and write a grant for the building. The grant was unsuccessful so are pursuing a slightly different route)
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, Melissa Streich, Kirk Bustrom, Isaac Jensen, Laura Ostlie

DATE: March 27, 2018

RE: **Planner Update**

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

CONTRACTS:

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

Finalized a budget and contracts with Lac qui Parle and Swift counties for a 5-year update of their All Hazard Mitigation Plans. RDC staff is now working with County emergency managers on scheduling upcoming task force and public meetings and authoring plan updates. The third of four planned task force meetings for Lac qui Parle county was held on March 19th. The third task force meeting for Swift County will be held on March 29th. Subcontracts have been finalized with the UMD Geospatial Analysis Center for related GIS mapping and Level 2 HAZUS Flood Analysis.

Lac qui Parle County Park Master Plan- Kristi

The Lac qui Parle County Park Board met March 8th and March 22nd design concepts with Damon Farber, the landscape architect. The Park Board will be presenting to the county board in April.

Appleton TA - Kristi

The Appleton Comprehensive Plan is in the review process. The city council will be calling a public hearing in April, and then they can adopt the plan.

Milan Listening House

The Milan Listening House continues to work to complete our project and work towards additional phases.

Montevideo Arts Project (MAP) - Kristi

MAP is working on developing their next project. They plan to have the UMVRDC write a planning grant to work with an artist on the stairs. They are also working on fundraising and raising awareness by having us create postcards of the first three projects, and hosting a fundraiser at Talking Waters on March 21st.

Benson SCDP – Laura

On June 30th, The City of Benson was notified that their SCDP application was awarded. The \$638,250 grant award along with additional leveraged resources, will total \$854,000 in rehabilitation within the city. The goal is to have 20 owner-occupied homes and six commercial business' benefit from the grant that will span through September 2020. At this time, 9 owner occupied properties have completed the lead testing process and commercial properties have undergone initial inspections.

Clinton, Graceville and Beardsley SDCP – Laura

On the owner occupied side of the project, 2 applications are in process currently, 9 projects have bids out, 5 completed, and four in the financing or proceed stage. On the commercial side of things, one project has been completed already, two in the financing stage, and three in the bid process.

Appleton SCDP – Laura

On March 8th, we received our closeout grant notification from DEED. A total of \$766,404 between the grant and other leveraged funds were utilized amongst the 26 units rehabbed in through this project.

Lac qui Parle EDA Revolving Loan Fund- Laura

RDC staff met with USDA staff at the Lac qui Parle EDA office in December to complete the final compliance portion of the grant award. Once RDC receives the required reporting training through USDA, the RLF will be available to start receiving loan applications. Currently at this time, the RLF will consist of the \$99,999 grant via USDA along with the matching funds of \$25,000 from the Lac qui Parle EDA.

PROGRAM UPDATES:

EDA Planning Grant – Kirk

In accordance with 13 C.F.R. § 304.4(a), EDA must evaluate each District Organization within three years of the initial investment and at least once every three years thereafter, and the evaluation must include the participation of at least one peer reviewer. These evaluations are tools for outreach, program enhancement and communication with the District Organizations. Evaluations also are designed to identify challenges in the EDD program and aid the Chicago Regional Office in better allocating technical assistance and support to its District Organizations. RDC staff will be participating in a 3-year EDD review on March 22nd.

Meander – Kristi and Marcy

We continue to work on the 2018 Meander. The next step is to work on the new brochure as we finalize sponsorships.

MN River Valley National Scenic Byway - Kristi

Work on the Marketing Plan, Corridor Management Plan and Visitors Guide are the priorities. We are updating the discovery sites and completing all open grants in the next month.

Prairie Waters Regional Tourism/Get Rural (Regional Recruitment) – The new Prairie Waters website launched in January. We will continue working on adding and collecting new content and widgets to the site.

Opportunity Zones – Kirk and Laura

Opportunity Zones are a new community development program established by Congress in the Tax Cut and Jobs Act of 2017 to encourage long-term investments in low-income and urban communities nationwide. The Governor is authorized to designate 25% of eligible census tracts as Opportunity Zones in the state. RDC staff are working with regional city/county representatives, along with the Southwest Initiative Foundation, to convene for purposes of crafting a response to the Governor prioritizing and ranking Opportunity Zones within the region. The initial deadline for submittal of county response was March 8th but has since been extended to March 29th.

CONTRACT DEVELOPMENT:

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

We were asked to provide grant administration for flooding project between Browns Valley and the DNR. We will be working on a grant agreement with Browns Valley in the coming weeks.

Woodlake Fire Department – Assistance to Firefighters Grant – Isaac

The Woodlake Fire Department's Chief has verbally agreed to have the UMVRDC assist in their 2018 Assistance to Firefighters Grant Application expected to open this Fall. A written proposal is being drafted.

Regional Fire Departments – Assistance to Firefighters Grant – Isaac

The Woodlake Fire Chief expressed interest in possibly serving as a host applicant for a regional application to the Assistance to Firefighters Grant Program. In speaking with the regional representative for the AFG program, I was informed that a regional application may have a greater chance of success. I plan to reach out to other fire departments in the region to assess the level of interest in pursuing this approach.

RTCC – Kristi and Dawn

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

Active contracts

Appleton Technical Assistance
Benson SCDP
Clinton SCDP
Lac qui Parle EDA
Montevideo Arts Project
Maynard Museum
Granite Falls Memorial Park TA
LQP County Hazard Mitigation
Swift County Hazard Mitigation

Anticipated Completion

March 2018
September 2020
September 2019
Ongoing
June 2018
June 2018
June 2018
May 2020
May 2020

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Dawn Hegland, Executive Director
DATE: March 27, 2018
RE: Director's Report

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

- Held a conference call on childcare between MN RDCs to discuss supporting legislation and solutions throughout the state.
- Organized Washington DC visits on the hill for the NADO Policy Conference March 18-21.
- Attended a steering committee meeting with the SWWC Service Coop. The Coop has a new grant program available for school collaboration <https://www.lyftpathways.org/> where schools can offer training around a variety of careers in demand based on local partnerships. Schools in SW MN are currently running classes in engineering, mechanics, medical careers, education, information technology and they are looking at more areas based on local interest.
- Kirk and I worked on opportunity zone information with a variety of groups in the region.
- Connected with MnDOT regarding Safe Routes to School Plan finalization in Kerkhoven and a plan update application in Dawson.
- As a member of the executive search committee, interviewed candidates for the Center for Rural Policy Director and had several follow up conference calls to talk about the selection process.
- Participated in a board meeting and several committee meetings for the Southwest MN Housing Partnership to define a search process for a new executive director.
- Attended a ATP 8 meeting for Isaac.
- Kristi and I worked on strategies for the regional transportation coordination council and completed some follow up conversation about it with Prairie Five.
- Finalized information on the UMRDC scholarship.
- Brainstormed some ideas for projects in Dawson, Appleton, rural fire departments, regional trails, childcare.
- Organized a meeting with various USDA staff and our planning staff to talk about opportunities and programs and projects in our region.

INFORMATIONAL ONLY- No Action requested

INFORMATION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: March 27, 2018
RE: RLF Update

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

Jager Building Supply, LLC- Following the completion of the three-month deferment, the borrowers now in default following the closure of the business. The property has been sold and lenders had been working with the borrowers to determine next steps in setting up repayment strategies for the remaining debt. Following the liquidation of all business assets, the borrowers have approached the lenders with a settlement offer. The current RLF balance is \$36,998.86.

DELINQUENT (less than 90 days)

None

DEFERRED PAYMENTS

None

PAID IN FULL

Goldleaf Financial- Paid remaining balance of \$1815.08 off 3/15/18, which included his UCC termination fees. Original \$100,000 RLF loan closed in 2013.

LOANS APPROVED BUT NOT DISBURSED

Anderson-TeBeest Funeral Home- Closing scheduled for March 29th on the \$69,720 Original RLF

NEW LOANS

Jamers 1 Stop- Closing took place March 1st on the \$20,000 Disaster RLF. First payment will be due April 15th.

PAYOFFS / BALLOON PAYMENTS ANTICIPATED

None

INFORMATIONAL ONLY- No Action requested

DISCUSSION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Isaac Jensen, Planner
DATE: March 27, 2018
RE: TAC Meeting/Transportation Open House

Overview:

Each year, the RDC's host a public meeting to share with the public the draft list of transportation projects to be included in the Statewide Transit Improvement Program (STIP). The STIP identifies the schedule and funding of transportation projects over the next four years. It includes all state and local transportation projects with federal highway and/or federal transit funding along with 100% state funded transportation projects.

Tuesday, March 27th, from 5:00pm to 6:00pm preceding the March Board Meeting, the UMRDC, the Transportation Advisory Committee (TAC), and MnDOT District 4 and 8 representatives will hold this Open House to discuss projects affecting the 6W region. In addition, preceding the Open House the TAC will be meeting to discuss possible future repurposing of the organization; Representatives from USDA have been invited to all events to discuss potential USDA transportation funding opportunities.

DISCUSSION:

1. TAC Meeting
 - a. Repurposing Efforts
 - b. Potential USDA transportation funding opportunities
2. ATIP Open House
 - a. Projects overview
 - b. Public Feedback

INFORMATIONAL ONLY – No Action Requested

BOARD of DIRECTORS MINUTES
Upper Minnesota Valley Regional Development Commission
UMVRDC CONFERENCE ROOM
February 26, 2018

Board Members Present: Jim Dahlvang, Rusty Dimberg, Gary Johnson, Gary Hendrickx, Gene Bies, Mark Bourne

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

Call to Order

Chairman Johnson called the meeting to order at 4:00pm

Introductions were made.

Approve Agenda/Additions

UMVRDC Scholarship was added as 1d.

Round Robin Discussion:

- *Rusty, Big Stone County Townships:* Big Stone County annual township meeting is scheduled for Thursday, April 5th.
- *Jim, Chippewa County:* As a result from the recent vote, the auditor/treasurer position will now be an appointed position as well as the recorder position.

1. Action Items

a. Loan Advisory Board Recommendation

A request for \$69,720 to assist with the purchase of equipment and furnishings for the Anderson-TeBeest Funeral Home in Granite Falls.

M/S/P – Mark Bourne, Gene Bies made motion to approve the recommendation of the loan of \$69,720 at 4.5% for 7 years from the original fund. Abstaining was Gary Johnson.

In order to abide by the requirement of providing an updated RLF Plan to EDA every five years, the RLF loan advisory board made a recommendation to approve the proposed update to the Disaster Revolving Loan Fund Plan. After review of the current plan, the following proposed change will provide additional flexibility and alignment with the current Original Plan:

1. The Disaster Fund Loan Plan will remove the following statement, “In no event” under the financing policies. In exchange, the plan will read, in most financing scenarios, the interest rate shall not be less than the lower of four percent or seventy five percent of the prime interest rate listed in the Wall Street Journal”

M/S/P – Gary Hendrickx, Jim Dahlvang made motion to approve the recommendation to update the Disaster Revolving Loan Fund Plan with different wording.

b. Server Virtualization

A need to update the file server has resulted in researching options which have included the following:

- Buying new in-house file servers (estimated cost \$8-12,000 every 5 years plus maintenance)
- Migrating file servers to the following offsite provider:
 - Federated Telephone (\$4000 additional annual cost, plus staff time to migrate data and set up computers and train staff)
 - Marco (\$28,000 annual cost)
 - Microsoft (No additional annual costs just one-time costs with consultant to set it up)

After reviewing several proposals and the pros and cons of each we determined our best long-term option was to convert our existing file server to the Microsoft “cloud” since we are already paying for the file storage space with our current subscription to Microsoft products and services. This will provide us with offsite file backup and redundancy (which we were lacking) and utilize our existing subscription.

We currently have \$5,000 budgeted but the total contract for services is \$13,983. Matt and I reviewed our budget option and believe that the remaining costs should come from the equipment fund which has a healthy balance of \$26,000. This fund is created from the depreciation of new equipment and would have paid for the replacement of file servers if we would have bought new ones to replace the ones we currently have. This is a designated unrestricted fund and we can use these funds for purposes of our choosing. Our intent is to use the fund to replace equipment and we believe using them to assist in the design and training of a virtual server instead of purchasing a piece of equipment is a good utilization of the fund which in part was built up from the depreciation of our current servers.

M/S/P – Gary Hendrickx, Rusty Dimberg made motion to authorize the Executive Director to enter into a contract for services not to exceed \$15,000 with Syvantis Technologies, Inc. for a Sharepoint Online Implementation Project.

c. Opportunity Zones

This program is a result of the Tax Cut and Jobs Act of 2017 recently passed by Congress. A fact sheet with the counties and cities in our region that were identified in the census tracts. Counties need to prioritize and nominate zones in their county by March 8th to be considered for designation by the Governor.

The UMVRDC would customize letters for any zones nominated by counties in our region. The cities and counties are all aware and working together.

M/S/P – Mark Bourne, Gene Bies made motion to support the Opportunity Zone designation in our region.

d. **UMVRDC Scholarship**

The UMVRDC has agreed to sponsor a scholarship for residents of the region to secure their planning degree. \$5000 has been allocated to offer two \$2500 scholarships starting this spring. The following was decided:

- Wait until they have completed a full year of college and provide us with a transcript that shows courses and grades before awarding the dollars?
- One person can apply and receive a scholarship in each year they are attending school.
- There is no difference if the student is pursuing a master's degree.
- The funds will be available to any resident not just high school graduates.
- Staff will review the applications and make recommendations to the board.

M/S/P – Gary Hendrickx, Rusty Dimberg made motion to authorize the finalization of the scholarship fund announcement and process.

2. Information Items

- a. **Planner Update** – A summary of current projects being worked on in the office by various staff.
- b. **Executive Director's Report** – A brief-summary of projects and tasks that have required Dawn's time and attention.
- c. **RLF Update - Loan Status Report** on the activity of existing loans.
- d. **ATIP Open House** – This will take place on Tuesday, March 27th from 4-5:30pm at the Appleton Civic Center.

3. Discussion Items

NONE

4. Consent Agenda Items

- a. Minutes from UMVRDC January 2018 meeting
- b. January 2018 Treasurer's Report and Board Payment Listings
- c. RLF Treasurer's Report
- d. Minutes from Board of Director's January 2018 meeting
- e. Swift County OHV Grant Letter of Support
- f. Lac qui Parle and Swift Counties – Hazard Mitigation GIS Contracts
- g. Clara City Website
- h. Milan ArtPlace Listening House Amendment

M/S/P – Gary Hendrickx, Mark Bourne made motion to accept and approve the Consent Agenda Items in one motion as follows:

- Approval of the minutes from January 2018
- Approval of the January 2018 Treasurer's Report and Board Payment Listings
- Approval of the RLF Treasurer's Report
- Approval of the Board of Director's January meeting
- Approve the letter of support for the Swift County OHV Park Grant
- Authorize the signature on the contract(s) with the UMD Geospatial Analysis Center for their assistance in completing necessary mapping and analysis for Lac qui Parle and Swift Counties' Hazard Mitigation Plan updates

- Approve the \$1,750 contract agreement with the City of Clara City to assist in website training and style suggestions
- Approve and authorize the Executive Director's signature on the contract from the Southwest Minnesota Housing Partnership for the Listening House Project in the city of Milan

Adjournment

A motion by Rusty Dimberg, Gene Bies for adjournment was made at 5pm. 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: March 27, 2018
RE: February 2018 Treasurer's Reports
February 2018 Board Payment Listing

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

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

ACTION REQUESTED:

For the Commission to approve the February 2018 Treasurer's Report, and Board Payment Listing with all checks (check # 20039–20085) and all ACH transactions.

Encl.

Feb					
UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION					
REVENUE & EXPENSE REPORT					
	FY18 Budget	Current	YR-To-DT	Percent	
		February	February	of Budget	
Agency Revenues					
Interest	3,500	145	3,580	102%	
Levy	310,000	3,597	142,776	46%	
Prior Year HH and Match used	(37,807)		(48,384)		
Potential HH Grants \$20,000 - will reduce levy as awarded	-		-		
Clarkfield Small Cites App			(4,000)		
Upper Sioux PDM Grant App			(3,300)		
			-		
Match Fiscal Year 18 - will reduce as matched to contracts below			-		
Prairie Waters	(20,000)		(26,000)		
Transportation	(13,235)		(13,235)		
RLF	(10,000)		(10,000)		
			-		
Miscellaneous	5,000		3,703	74%	
			-		
Economic Development/EDA					
EDA Planning Grant	70,000		48,657	70%	
Revolving Loan Fund Admin (includes 10,000 match)	62,000		22,624	36%	
TA Contracts Needed	37,299		-		
Appleton Technical Assistance FY17 (Includes \$3,478.16 PY HH)	12,250		3,478	28%	
Blandin Feasibility Study	6,412		7,094	111%	
Blandin IT Connect II	2,530		2,528	100%	
Blaindin Rural Connect II	5,300		215	4%	
Chippewa County Pace	1,500		-	0%	
CERTS	2,400		2,865	119%	
Certs Green Step Cities	2,620		2,615		
Granite Falls Memorial Park	5,900		4,897	83%	
HM Lqp/Swift Includes (Includes \$10,000 Prior Year HH)	68,870	7,926	21,724	32%	
Lqp Park Plan (Includes \$3,937.50 Prior Year HH)	22,125		8,563	39%	
Maynard Museum	1,918		419	22%	
Monte Public Arts CY 2017	3,950		-	0%	
Monte Arts Tractor	2,625		-	0%	
SWMNHP Milan Listening House	9,000		9,297	103%	
Yellow Medicine Data Disaster Recovery Plan	-		748		
Grant Writing					
Potential Grant Apps			-		
Clarkfield ChildCare	1,725		-		
Clarkfield SCDP APP (Includes \$4000 HH)	8,000		4,000	50%	
Dawson Library (Includes \$1545.50 Prior Year HH)	2,900		3,091	107%	
Granite Falls SCDP APP (Includes \$4,000 Prior Year HH)	8,000		4,000	50%	
Upper Sioux Community - PDM grant app (Includes \$3,300 HH)	6,600		3,300	50%	
Watson and LQP County Broadband App	5,729		5,729	100%	
Yellow Medicine Co Broadband Grant App	6,477		6,478	100%	
			-		
Grants Admin/Management					
SCDP Admin- Appleton	13,014		8,373	64%	
SCDP Admin - Benson	17,400		-		
SCDP Admin - CGB	14,270		-	0%	
Transportation/Byway/Tourism					
Transportation Planning Grant 18 (Includes 13,235 FY 18 Match)	88,235		50,735	57%	
Transportation Planning Grant 17	23,835		15,969	67%	
Prairie Waters (\$21,243 PR Match, and \$20,000 CY Match)	168,220	37,415	119,941	71%	
Get Rural (Includes \$10,000 PY Match)	29,500	7,350	17,850	61%	
Byway Corridor Management Plan (Includes \$4,180.08 PR Match)	19,545		4,180	21%	
Art Crawl	36,500	5,200	34,777	95%	
Total Revenue	1,004,107	61,632	459,287	46%	
Pass-Thru Revenue (not included above)		46,201	711,138		

	FY18 Budget			
Expenses				
Salaries/Fringe	712,460	61,704	455,705	64%
Commissioner's Expense			-	
Per Diem / FICA	10,765	1,130	6,387	59%
Public Officials Ins.	4,500	1,445	3,454	77%
Meeting Expense	1,500	84	1,308	87%
Travel C&C	5,000	857	4,438	89%
Training	3,235		-	0%
Audit	14,000		13,365	95%
Contract for Services	36,000	2,708	14,828	41%
Strategic Planning	15,000		-	0%
Computer Technical Assistance	12,000	638	3,150	26%
Email	2,400		-	0%
Virtual Server	5,000		-	0%
Copy Charge/xerox lease	4,500	463	2,337	52%
Depreciation	7,200	424	3,937	55%
Dues	3,000		1,450	48%
Insurance	1,300	292	1,143	88%
Legal Fees	2,000	339	630	31%
Miscellaneous	1,000	162	580	58%
Office Rent	12,210	1,017	8,133	67%
Postage	6,500	242	2,033	31%
Printing/Advertising	4,500	50	3,856	86%
RDC Marketing Item	2,000		501	25%
Registration/Program Specific	4,000	359	2,003	50%
Repairs/Maintenance	1,500	60	480	32%
Scholarship	5,000		-	
Software GMS/GIS/General	7,000		2,105	30%
Sub./Publications	2,000	(112)	472	24%
Supplies	6,500	120	2,291	35%
Telephone/Internet	8,500	509	4,738	56%
Staff Expense			-	
Travel	35,000	1,919	10,700	31%
Training	11,000		4,262	39%
Morale	2,000	44	91	5%
Wellness	2,000	287	1,322	66%
Web Hosting/Maintenance	3,500		6,460	185%
Pass Thru Activity			-	
Byway CMP	3,750		-	0%
Meander	23,000	500	12,983	56%
Prairie Waters Ads	21,000	5,255	11,716	56%
Total Expenses	1,001,820	80,495	586,857	59%
EXCESS REV. OVER EXP.	2,287	(18,863)	(127,570)	
General Checking	\$ 103,404			
Money Market	\$ 313,506			
Certificate of Deposit	\$ 350,674			
RLF Savings	\$ 481,064			
Agency Auto	\$ 52,739			
Equipment Fund	\$ 26,577			
UMVRDC Secretary/Treasurer	Date	UMVRDC Executive Director		Date

February 2018 Check/ACH Listing

Check#	Check Date	Vendor Name	Check Amount	Description
20039	02/02/2018	CITY OF APPLETON	1,016.67	February Rent
20040	02/02/2018	CULLIGAN WATER CONDITIONING	97.00	Water
20041	02/02/2018	DONS FOOD PRIDE	25.43	Meeting expense/Supplies
20042	02/02/2018	East Central RDC	44.95	MADO meeting share
20043	02/02/2018	Federated Telephone, Inc	688.50	IT support and internet
20044	02/02/2018	KERKHOVEN BANNER	25.00	employment ad
20045	02/02/2018	Minnesota Counties Intergovernmental Trust	4,353.00	2018 renwal insurance
20045	02/02/2018	Minnesota Counties Intergovernmental Trust	1,154.00	2018 workers comp renewal
20046	02/02/2018	NCPERS Minnesota	16.00	January deductions
20047	02/02/2018	Pemberton, Sorlie, Rufer & Kershner, PLLP	52.00	Human resouce services
20048	02/02/2018	Pioneer TV	4,500.00	PW advertising with Pioneer
20049	02/02/2018	PRAIRIE FIVE CAC	1,763.59	Appleton SCDP final Admin Payment
20050	02/02/2018	Ruth Keller	60.00	Cleaing
20051	02/02/2018	South Dakota Magazine	380.00	PW Ads
20052	02/02/2018	SWIFT COUNTY HRA	2,785.65	Appleton SCDP Owner Occ final admin payment
20053	02/20/2018	Mark Bourne	77.23	Commissioner PR
20054	02/20/2018	Jim Dahlvang	248.61	Commissioner PR
20055	02/20/2018	Gary Johnson	270.41	Commissioner PR
20056	02/20/2018	Warren Rau	120.69	Commissioner PR
20057	02/16/2018	Bangsund Construction Inc.	16,079.00	202 s washington st, beardsley
20058	02/16/2018	Carie Driessen	21.80	r/f mileage
20059	02/16/2018	Craig Bakkelund	40.33	r/f mileage
20060	02/16/2018	Damon Farber Associates	1,820.50	lqp county park
20061	02/16/2018	Employee Relations	52.85	hiring verifications
20062	02/16/2018	F & M BANK	250.00	ach fees
20063	02/16/2018	Glen Kack	47.96	r/f mileage
20064	02/16/2018	Gray, Plant, Mooty, Mooty & Bennett, P.A.	234.50	r/f legal matters
20065	02/16/2018	Headwaters Regional Development Commission	46.15	MADO Big Wood event ctr
20066	02/16/2018	Jay Backer	45.78	r/f mileage
20067	02/16/2018	Jeffrey Lopez	47.96	r/f mileage
20068	02/16/2018	Joe Fox	10.90	r/f mileage
20069	02/16/2018	John White, Journalistic Services	500.00	meander pr & blogs
20070	02/16/2018	KERKHOVEN BANNER	25.00	employ ad
20071	02/16/2018	Mitch McKay	27.25	r/f mileage
20072	02/16/2018	MN Association of Townships	15.00	subscription
20073	02/16/2018	MN PEIP	5,478.70	march coverage #678246
20074	02/16/2018	Nicole Elzenga	46.50	byway postage
20075	02/16/2018	PRAIRIE FIVE CAC	659.00	oo admin
20075	02/16/2018	PRAIRIE FIVE CAC	636.00	00 admin
20075	02/16/2018	PRAIRIE FIVE CAC	250.00	114 windom ave, beardsley
20075	02/16/2018	PRAIRIE FIVE CAC	250.00	257 center st, clinton
20076	02/16/2018	Renville County Historical Society	50.00	copies/envelopes-byway
20077	02/16/2018	Scarcely Ltd.	450.00	510 5th st, graceville
20077	02/16/2018	Scarcely Ltd.	450.00	105 washington st, beardsley
20077	02/16/2018	Scarcely Ltd.	450.00	613 s westfall st, beardsley
20078	02/16/2018	SEWearable Designs, Inc.	44.00	1/4 zip shirt
20079	02/16/2018	Terry Overlander	22.89	r/f mileage
20080	02/16/2018	Wilcox Law Office PA	860.00	r/f-lumpy's
20081	02/16/2018	Xerox Corporation	-228.67	7556 printer
20081	02/16/2018	Xerox Corporation	315.28	C8055 base charge
20081	02/16/2018	Xerox Corporation	231.37	7556 base charge
20082	02/23/2018	CANBY NEWS	40.00	Newspaper Renewal
20083	02/23/2018	Chase Card Services	455.83	DH- staff travel and 1 standing desk for isaac
20083	02/23/2018	Chase Card Services	550.00	KF - MOA brochure 2018 for byway saving
20083	02/23/2018	Chase Card Services	50.00	IJ - transportation conference
20083	02/23/2018	Chase Card Services	590.57	MM - Clockwise and postage and supplies
20083	02/23/2018	Chase Card Services	148.41	LO - staff travel
20083	02/23/2018	Chase Card Services	695.90	MS- ads and conference regist
20083	02/23/2018	Chase Card Services	92.06	Agency auto - gas
20084	02/23/2018	Regents of the University of MN	887.50	student intern for fall 2017
20085	02/23/2018	USAbLe Life	14.00	March Life insurance
ACH	02/28/2018	Aflac	81.92	February Aflac
ACH	02/05/2018	Federated Telephone, Inc	335.63	February 18 federated telephone bill
ACH	02/05/2018	Delta Dental	527.55	February 18 Dental Insurance
ACH	02/05/2018	MN STATE RETIREMENT SYSTEM	270.00	02/05/18 Staff PR Deferred comp
ACH	02/05/2018	Internal Revenue Service	4,570.04	02/05/18 UMRDC Staff PR taxes
ACH	02/05/2018	State of Minnesota	742.00	02/05/18 Staff PR State taxes
Direct Deposit	02/05/2018	Upper MN Valley RDC - Staff PR	15,465.93	Staff Direct Deposit
ACH	02/05/2018	PUBLIC EMPLOYEES RET ASSOC	3,211.50	02/05/18 staff PR PERA
ACH	02/05/2018	Select Account	1,333.33	2/5/18 staff PR HSA
ACH	02/20/2018	Internal Revenue Service	4,739.33	02/20/18 UMRDC Staff PR taxes
ACH	02/20/2018	State of Minnesota	742.00	02/20/18 Staff State Taxes
ACH	02/20/2018	MN STATE RETIREMENT SYSTEM	270.00	02/20/18 staff PR Deferred comp
ACH	02/20/2018	PUBLIC EMPLOYEES RET ASSOC	3,219.67	02/20/2018 staff PR PERA
ACH	02/20/2018	Select Account	1,333.33	2/20/18 Staff PR HSA
Direct Deposit	02/20/2018	Upper MN Valley RDC - Staff PR	16,143.45	Staff Direct Deposit

ACH	02/28/2018 PRAIRIE SUN BANK	28.00	February 18 direct deposit fee
ACH	02/20/2018 Internal Revenue Service	160.78	2/20/18 Commissioner PR taxes
ACH	02/05/2018 MN Dept of Revenue	56.00	Sale and Use Tax
ACH	02/28/2018 Select Account	425.00	February Select Account Fee
ACH	02/12/2018 USPS	153.00	Meander Sponsor Mailing

\$ 104,241.51 Total Checks/ACH payments

Pass-Thru Payments

 UMRDC Secretary/Treasurer Date

 UMRDC Executive Director Date

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Laura Ostlie, Economic Development Specialist
DATE: March 27, 2018
RE: RLF Treasurer's Report

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

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

February 2018 Transaction Notes:

- Jager Building – Default

ACTION REQUESTED:

To approve the UMVRDC's February 2018 RLF Treasurer's Report with the following available for lending balances – meaning fund balances less the funds already committed to loans that have yet to close: *\$237,408.56 (Original RLF) and \$153,935.75 (Disaster RLF)*.

February 2018 RLF TREASURER'S REPORT

		Terms				Reporting Transactions			
	Borrower	Original RLF Loan Amount	Disaster RLF Loan Amount	Interest Rate	Term (years)	Notes	February Payments	Original RLF Balance at 2/28/2018	Disaster RLF Balance at 2/28/2018
1	Al's Mercantile	50,000		5.00%	10		\$ 538.82	\$ 17,024.01	
2	Barr's/Conroy Electric, Inc.	46,000		4.00%	10		\$ 466.73	\$ 20,894.38	
3	Bluegrass Proteins, Inc.	100,000	100,000	4.00%	5		\$ 2,111.78	\$ 71,636.87	\$ 71,636.87
4	Books by Kelly	20,000		5.00%	5		\$ 121.69	\$ 8,767.81	
5	Clara City Foods, Inc	100,000	100,000	4.00%	10		\$ 2,025.90	\$ 168,853.29	\$ 85,159.12
6	Clarkfield Enterprises, Inc	60,000		4.50%	7		\$ 835.01	\$58,275.98	
7	Clarkfield Family Foods	28,000		4.00%	10		\$ 284.49	\$ 5,629.39	
8	DoMat's	100,000		4.00%	10		\$ 1,013.45	\$ 88,186.02	
9	Granite Falls Dairy Queen, Inc	100,000		4.00%	10		\$ 1,013.45	\$ 47,527.10	
10	Handeland Chiropractic, LLC	33,000		5.00%	10		\$ 365.66	\$ 11,548.64	
11	Jack Anderson (GoldLeaf Fin.)	100,000		2.90%	5		\$ 1,793.43	\$ 1,788.03	
12	Jager building Supply, LLC	62,000		4.00%	10	Default	\$ -	\$ 37,009.62	
13	J C & Sons Hardware Inc	70,000		4.00%	10		\$ 709.72	\$ 17,002.55	
14	Kaercher Publications, Inc.	65,520		4.50%	10		\$ 680.04	\$ 32,293.69	
15	KEC of Granite Falls DBA Picht's	50,000		4.00%	10		\$ 507.23	\$ 42,922.32	
16	Lamecker's General Store	25,000		4.00%	5		\$ 461.41	\$ 6,843.85	
17	Lumpy's Inc.	30,000		5.00%	5		\$ 566.14	\$ 29,069.09	
18	Merritt Construction, Inc.	10,000		4.50%	12		\$ 104.64	\$ 5,057.51	
19	Northern Geo, LLC	50,000	100,000	4.00%	10		\$ 1,518.68	\$ 33,460.62	\$ 66,921.25
20	Northern Geo, LLC (2)	60,000	20,000	4.25%	10		\$ 819.50	\$ 54,640.71	\$ 18,213.57
21	Private Industry Council	50,000		4.25%	9.6		\$ 396.39	\$ 9,328.36	
22	R&R Outdoors	11,000		4.00%	10		\$ 31.00	\$ 8,197.20	
23	SEWearable Designs	33,000		4.50%	7		\$ 361.04	\$ 7,580.48	
24	SEWearable Designs (2)	27,250		4.50%	10		\$ 282.41	\$ 25,195.98	
25	SpecSys Inc.	50,000		4.00%	10		\$ 507.23	\$ 9,949.70	
26	Swift Falls Bar & Grill	22,500		4.00%	10		\$ 228.80	\$ 4,449.89	
27	The Dryer Doctors	34,000		4.50%	10		\$ 353.27	\$ 32,649.23	
28	The Sawmill	50,000		4.00%	10		\$ 203.81	\$ 26,306.87	
29	Trish's Catering	38,000		4.25%	10		\$ 390.26	\$ 36,012.55	
30	Western Consolidated Cooperative	100,000	100,000	4.25%	10		\$ 2,049.75	\$ 97,214.48	\$ 97,214.48
		1,575,270	320,000				\$ 20,741.73	\$ 1,015,316.22	\$ 339,145.29

Balance of Bank Accounts			
Total Original RLF Funds:	1,322,444.78	Total Disaster RLF Funds:	513,081.04
Previous month's bank balance	290,601.54	Previous month's Bank Balance	169,570.75
Loan Repayment	16,430.70	Loan Repayment	4,311.03
Loan Disbursement	-	Loan Disbursement	-
February '18 - Bank Interest	96.32	February '18 Bank Interest	53.97
Admin Transfer -	-	Admin Transfer	-
Origination, ACH, or Loan Payoff Fees	-	Origination, ACH, or Loan Payoff Fees -	-
Bank Account Balance at 2/28/18	307,128.56	Bank Account Balance 2/28/2018	173,935.75
Committed-Anderson-TeBeest	(69,720.00)	Committed-Short Stop	(20,000.00)
Balance available for lending	\$ 237,408.56	Balance available for lending	\$ 153,935.75

UMVRDC Secretary/Treasurer	UMVRDC Executive Director
Date	Date

ACTION MEMO

TO: Upper MN Valley RDC Commissioners
FROM: Kristi Fernholz, Senior Planner
DATE: March 27, 2018
RE: Browns Valley Fiscal Agent Contract

Thomas Schmitz, Browns Valley Clerk/Administrator contacted our office to help the city with their new DNR Flood Damage Reduction Grant.

Attached is a contract at our out-of-region rate of \$85 per hour. The Upper MN River Watershed District is leading the project. We will be able to amend the contract in the event the project takes longer to implement.

ACTION REQUESTED

Approve and authorize the Executive Director's signature on the attached contract for the Browns Valley contract #FY18 – 14 for \$14,000.

Encl.

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

FY18 – 14 BROWNS VALLEY FISCAL AGENT

WHEREAS, this Contract for Services is by and between the City of BROWNS VALLEY, 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 fiscal services to meet all financial requirement for their DNR Flood Damage Reduction Grant; and

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

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

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. Act as fiscal agent on behalf of the City for the DNR flood damage reduction grant and perform all fiscal activities.
- B. This will include completing reimbursement forms and progress reports, making payments, coordinating with all the parties involved, and providing the CITY with information necessary for the CITY's audit if one is required.

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project;
- B. Provide the UMRDC with specific information, plans, resolutions and documents as needed to complete the UMRDC's services
- C. 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 March 1 – December 31, 2018;
- B. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The UMRDC shall be compensated for services provided in Section I of this Contract;
- B. The CITY agrees to pay the UMRDC \$85.00 per hour for services provided in Section I of this Contract including direct expenses with a total amount not to exceed \$14,000. The “not to exceed amount” may be increased as mutually agreed upon in writing by both the UMRDC and CITY.
- C. The UMRDC will provide the CITY with a final 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 UMRDC or CITY upon fourteens (14) days prior written notice.

In the event of termination, the CITY shall be obligated to the UMRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

C. Severability

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

SECTION VI. ACCEPTANCE

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

EXECUTIVE DIRECTOR
UMRDC

AUTHORIZED REPRESENTATIVE
BROWNS VALLEY

Title: _____

Date: _____

Date: _____

ATTEST:

Title: _____

Date: _____