

SRDC BOARD OF DIRECTORS MEETING
THURSDAY, JUNE 8, 2017
CENTER FOR REGIONAL DEVELOPMENT OFFICES
2401 BROADWAY AVENUE
SLAYTON, MN

*** AGENDA ***

1. 3:30 p.m. / Call to Order / Pledge of Allegiance
2. 3:30 p.m. / Introductions
3. 3:30 p.m. / Additions to and Approval of Agenda

4. 3:35 p.m. / Consent Agenda Items:

-- Due to the early June 8th meeting date the consent agenda items are a handout and listed elsewhere on the meeting agenda.

Action Needed: None.

5. 3:40 p.m. / Finance Report

Treasurer Magnus will review the Receipt/Expenditures Report and the current Treasurer's Report (handout at meeting).

Action Needed: Approve Treasurer's Report

Finance Director Dianne Crowley will present the Commission's Administrative Report through the month of May, 2017 (handout at meeting).

Action Needed: Approve Administrative Report

Finance Director Dianne Crowley will present the SRDC Fund Balance Designation for FY17 (handout at meeting).

Action Needed: Approve Fund Balance Designation

6. 3:45 p.m. / Project Reviews

As of the mailing, no projects have been received for review.

Action Needed: None.

7. **Committee and Staff Reports**

- a. **3:50 p.m. / Development Report** (Pages 1-5)
Staff will report on current issues and activities of the staff and Commission (enclosure).

Action Needed: None

- b. **4:00 p.m. / Revolving Loan Funds** (Pages 6-7)
Committee Chairman Byrnes and Economic Development Director Robin Weis will update the Board on current RLF activities (enclosure).

Action Needed: None

Economic Development Director Weis will report on PACE activities (enclosure).

Action Needed: None

- c. **4:10 p.m. / Transportation Report** (Pages 8-11)
Committee Chairman Magnus and staff will update the Board of recent transportation activities (enclosure).

Development Planner Judy Elling Przybilla will report on input received during the Public Transit Human Services Coordination Plan comment period. The SRDC Board will be requested to adopt the Plan following presentation.

Action Needed: Adopt Public Transit Human Services Coordination Plan.

Action Needed: None

- d. **4:30 p.m. / Chairman/Executive Director's Report**
Chairman Carney and Executive Director Trusty will provide an update on current issues and activities.

Action Needed: None

8. **Unfinished Business**

9. **New Business**

10. **Other Issues**

4:40 p.m. / SRDC Annual Meeting

The SRDC Annual Meeting will be held on Thursday, July 13 at 4:00 p.m. at The Lodge located on the Hiawatha Grounds, Pipestone. Annual Meeting Guest Speaker is Mayor Mike Huether, City of Sioux Falls, South Dakota. A bus tour of Pipestone County area projects will begin at 12:30 p.m.

The Awards Committee (Commissioners Koets, Langseth, and Thompson) have met and selected Menning Enterprises of Edgerton as the Project of the Year.

The Nominating Committee for Election of Officers at the Annual Meeting will be announced at today's meeting.

Action Needed: Chairman makes Nominating Committee appts.

11. **Announcements**

- SRDC Office Closed on Tuesday, July 4 - Fourth of July Holiday.
- Bus Tour highlighting projects in Pipestone County area that the SRDC has been involved in. Thursday, July 13th bus departs from The Hiawatha Lodge, 805 3rd Avenue NW in Pipestone at 12:30 p.m.
- SRDC Business Meeting has been tentatively set prior to the Annual Meeting on Thursday, July 13, 2017 at 3:30 p.m. at The Hiawatha Lodge, Pipestone, MN.
- SRDC Annual Meeting will be held on Thursday, July 13, 2017 at 4:00 p.m. at The Hiawatha Lodge, Pipestone, MN.
- Note: The SRDC Board of Directors does not meet in August, 2017.
- SRDC Full Commission Meeting on Thursday, September 14 at 3:30 p.m. in Cottonwood County (location to be determined).

SRDC Commissioner vacancies exist from the following representation: Cottonwood County Municipalities, Lower Sioux Indian Community, and Region 8 Cultural Diversity.

12. **4:45 p.m. / Adjourn**

**MINUTES/SRDC BOARD OF DIRECTORS MEETING
THURSDAY, JUNE 8, 2017 AT 3:30 P.M.
SOUTHWEST RDC OFFICE, SLAYTON, MN**

MEMBERS PRESENT: Chairman Miron Carney, Commissioners Rick Anderson, Bob Byrnes, Donna Gravley, Eric Hartman, Eloise Hauschild, Myron Koets, Hartwin Kreft, Mike Kuhle, Gerald Magnus, and Richard Peterson.

MEMBERS ABSENT: Commissioners Keith Elbers and Paul Langseth.

STAFF PRESENT: Executive Director Jay Trusty, Dianne Crowley, Judy Elling Przybilla, Annette Fiedler, Max Kaufman, and Rhonda Wynia.

GUESTS PRESENT: None.

CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chairman Carney called the meeting to order at 3:35 p.m. with the Pledge of Allegiance.

AGENDA APPROVAL

M/S/P Motion made by Commissioner Hartman and seconded by Commissioner Hauschild to approve the June Board Meeting Agenda as mailed. Upon vote taken; Ayes-10, Nays-0. Motion Carried.

CONSENT AGENDA

Due to the early meeting date, all items normally listed under the Consent Agenda will be discussed elsewhere on the agenda.

FINANCE REPORT

Treasurer Gerald Magnus referred Commissioners to the May Receipt/Expenditure Report for the month of May and the Treasurer's Report as of June 6, 2017.

M/S/P Motion made by Commissioner Kreft and seconded by Commissioner Hauschild to approve the May Receipts/Expenditures Report and the Treasurer's Report as presented. Upon vote taken; Ayes-10, Nays-0. Motion Carried.

Finance Director Dianne Crowley summarized for Commissioners the SRDC Administrative Report as of May 31, 2017. She also reminded Commissioners to submit their expense sheets as we are nearing the end of the Fiscal Year

M/S/P Motion made by Commissioner Hartman and seconded by Commissioner Kreft to approve the Administrative Report as provided. Upon vote taken; Ayes-10, Nays-0. Motion Carried.

Finance Director Crowley referred Commissioners to their handout regarding the SRDC's Governmental Accounting Standards Board (GASB) 54 Regulations. The regulations were implemented six years ago at which time a new fund balance classification system was established. The categories are non-spendable fund balance, restricted fund balance, committed fund balance, assigned fund balance and unassigned fund balance. An annual review of the policy/resolution is conducted, with the following changes noted from last year: Under Restricted, remove LCEDC. Under Committed, re-categorize unemployment designation to be 4 employee grouped positions versus 7 based on the current staff and salaries. Also to change the Medical Designation to include HSA. Under Assigned to add the ED Pro Project Fund Designation. Executive Director Trusty then informed Commissioners of a recent discussion he had with other RDC Executive Directors regarding Succession Planning and having a fund assigned "for employee transitioning" under the Committed Fund section. If Commissioners agree to this addition to the SRDC's Fund Balance Designation an amount would need to be determined and set aside under Employee Transition Designation. The approximate reduction in the Unemployment Reserve of \$29,000 could be committed with the possibility of reaching a set goal.

M/S/P Motion made by Commissioner Anderson and seconded by Commissioner Koets to add "Employee Transition Designation" to the SRDC's Fund Balance Designation. Further that \$29,000 be put into said designation, working towards a goal of \$40,000. Upon vote taken; Ayes-10, Nays-0. Motion Carried.

Commissioners then discussed the Restricted section of the SRDC Fund Balance Designation and received updates on programs listed. Rural Cultural Diversity Coalition (RCDC) funds will again be looked at for proper utilization. The removal of the Debt Service Fund Designation was discussed, annual funds received are less than \$100.

M/S/P Motion made by Commissioner Hartman and seconded by Commissioner Kreft to approve the revised SRDC Fund Balance Designation for FY2017 to include eliminating Debt Service as recommended. Upon vote taken: Ayes-10, Nays-0. Motion Carried.

PROJECT REVIEWS

There were no project reviews received for consideration this month.

COMMITTEE AND STAFF REPORTS

Development Committee Report

Executive Director Trusty referred Commissioners to their meeting packet which outlined current activities in the following areas: CEDS/Development Committee, economic development, community assistance, land use/planning/zoning, waste management, and energy. He informed Commissioners that Robin Weis was working out of the office today and then reported on her current activities: SW ED Pros, MADO Economic Development Planners Statewide meeting, Jackson County RLF loan activity, and upcoming tour of the daycare facility in Franklin. Trusty provided an update on the State of Manufacturing meeting he attended in Marshall on May 22nd and will also be touring the day care facility in Franklin on June 14th. An update on the 6 broadband feasibility studies was provided; the deadline for submitting the Border to Border application has been moved up to September 11th.

Development Planner Max Kaufman reported on his Statewide Health Improvement Program (SHIP) Community Leader Team (CLT) activities, attendance at a Program Evaluation and Focus Group training in Marshall, Bikeable Community Workshop held in Worthington yesterday, and Regional Emergency Managers meeting on June 13.

Development Planner Judy Elling Przybilla reported on the May 19th land use training she attended in Waite Park which was co-sponsored by the County Zoning & Planning Administrators, the GreenStep City mini grant which includes assisting current GreenStep Cites in completing their GSC reporting and providing additional assistance as needed.

Physical Development Director Annette Fiedler provided an update on the Murray County Ordinance, her contract work as Worthington's Interim Planning and Zoning Administrator, a CERTs Strategic Planning thru year 2025 meeting she and Director Trusty attended last week in the Cities, and the RMEB tour of the Deer Creek Station Peaking Plant scheduled for July 31st.

Revolving Loan Funds

Committee Chair Byrnes referred Commissioners to their meeting packet which outlined current EDA RLF activities. RLF Funds are currently available in the approximate amount of \$259,000. The foreclosure sales for a Nobles County business, which was discussed at the May Full Commission meeting, has been cancelled by the primary lender. The Commission is working with said primary lender and the loan client on a payment plan for their outstanding balance. Byrnes stated that Robin Weis has done considerable work regarding the update of the 5-Year RLF Plan. A conflict of interest statement has been added to that document. The Committee will be meeting in the near future to discuss several items of business. Ongoing servicing issues continue to be addressed, as well as site visits.

Executive Director Trusty reported that Property Assessed Clean Energy (PACE) funds are available in the amount of \$400,400. The RMEB PACE committee is tentatively scheduled to meet on July 31st. Seventeen loans have been approved and closed thus far. PACE is available to businesses, including agri-business, as well as non-profits, including churches. The SRDC submitted a pre-application to McKnight for \$15,000 of planning assistance dollars to research the possibility of a residential solar program. McKnight asked the SRDC to submit a full application; this project is with Region 5 RDC.

Transportation Report

Committee Chair Gerald Magnus first reported on ATP7 and ATP8 meetings in June. The SRDC Transportation Committee's Annual Meeting is July 12th from 12:30 to 2:30 p.m. Staff then reported on the following activities: Freight Investment Plan Work Group, the Fixing America's Surface Transportation (FAST) Act, Murray County Safe Roads, TZD Workshop attendance, Greater MN Parks and Trails, SRTS Planning Grants, MnDOT Regional Bike Planning, and Regional Ride Council. Development Planner Judy Elling Przybilla informed Commissioners that the final draft of the Region 8 Local Human Services Public Transportation Coordination Plan is completed and updated based on public comments received. Those updates did not alter the context of the document. She thanked the Commissioners for their assistance and support throughout the plan process. A resolution to adopt the 2016-Region 8 Local Human Services Public Transportation Coordination Plan was then presented.

M/S/P Motion made by Commissioner Gravley and seconded by Commissioner Byrnes to adopt the 2016 Region 8 Local Human Services Public Transportation Coordination Plan. Upon vote taken; Ayes-10, Nays-0. Motion Carried.

The Transit Brochure was then distributed and will be placed on the SRDC Website (which is part of Strategy 3, Action 2 from the aforementioned Plan). Judy also reported that the Strategy "Identifying Languages and Interpreters" is in the aforementioned Plan and is in process.

Chairman/Executive Director's Report

Executive Director Trusty reported on the following activities: MADO Executive Directors meeting last week, all staff MADO Retreat October 30-31, Midwest Ag Foresight Workshop in St. Paul June 15-16, and AMC District meeting held this morning.

UNFINISHED BUSINESS

No issues brought forward.

NEW BUSINESS

No issues brought forward.

OTHER ISSUES

Commissioners received their invitation to the SRDC Annual Meeting being held July 13, 2017 at the Hiawatha Lodge in Pipestone, MN. Mayor Mike Huether, City of Sioux Falls, SD will be the guest speaker. Commissioners were encouraged to attend the bus tour being held earlier that day.

Chairman Carney asked for volunteers to serve on the Nominations Committee for Election of Officers at the Annual Meeting. Since Carney's term as Chair expires at the Annual Meeting, he volunteered to be on the Nominating Committee. Commissioners Koets and Peterson also volunteered. The Nominating Committee will meet following today's Board meeting.

ANNOUNCEMENTS

Chairman Carney referred Commissioners to the announcements.

ADJOURNMENT

Chairman Carney adjourned the meeting at 4:55 p.m.

Meeting Minutes Prepared by Rhonda Wynia, Admin. Specialist.

Reviewed by:

Approved by:

Hartwin Kreft,
SRDC Secretary

Miron Carney,
SRDC Chairman

