

# SRDC BOARD OF DIRECTORS MEETING

Thursday, October 11, 2018 at 3:30 p.m.  
Center for Regional Development Office, 2401 Broadway Ave, Slayton, MN

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## AGENDA

#	<u>Time</u>		<u>Page</u>
1	3:30 p.m.	<b>Call to Order &amp; Pledge of Allegiance</b>	
2	3:30 p.m.	<b>Introductions</b>	
3	3:35 p.m.	<b>Additions to &amp; Approval of Agenda</b> <b>Action Needed: Approve Agenda</b>	
4	3:35 p.m.	<b>Consent Agenda Items:</b> <ul style="list-style-type: none"><li>September Receipts &amp; Expenditures Report</li></ul> <b>Action Needed: Approval of Consent Agenda Items</b>	1-9
5	3:40 p.m.	<b>Finance Reports</b> — <i>Treasurer Gravley &amp; Finance Director Dianne Crowley</i> <ul style="list-style-type: none"><li>Treasurer’s Report, including bank accounts &amp; Investments</li><li>Administrative Report through September 30, 2018</li></ul> <b>Actions Needed: Approval of Reports</b>	Handout Handout
6	3:45 p.m.	<b>Project Reviews</b> — <i>Staff</i> As of the mailing there are no Project Reviews for Commission consideration.	
7		<b><u>Committee &amp; Staff Reports</u></b>	
	3:45 p.m.	<b>Development Report</b> — <i>Staff</i> <ul style="list-style-type: none"><li>Commissioners will be updated on current issues and activities.</li></ul>	10-12
	3:55 p.m.	<b>Legislative Report</b> — <i>Committee Chair Carney</i>	
	4:05 p.m.	<b>Revolving Loan Funds Report</b> — <i>Committee Chair Byrnes &amp; Economic Development Director Robin Weis</i> <ul style="list-style-type: none"><li>Commissioners will be updated on the RLF program.</li><li>Commissioners will be updated on the Property Assessed Clean Energy (PACE) loan program.</li></ul>	13 14
	4:15 p.m.	<b>Transportation Report</b> — <i>Committee Chair Gerald Magnus &amp; staff</i> <ul style="list-style-type: none"><li>Commissioners will be updated on current issues &amp; activities.</li></ul>	15-16
	4:25 p.m.	<b>Executive Director’s Report</b> — <i>Executive Director Jay Trusty</i>	

<b>#</b>	<b><u>Time</u></b>	<b></b>	<b><u>Page</u></b>
	4:35 p.m.	<b>Chairman’s Report</b> — <i>Chairman Mike Kuhle</i> <ul style="list-style-type: none"> <li>• Resolution In Support of the Small Town &amp; Regional Vitality Investment Act of 2018.</li> </ul> <b>Action Needed: Approve Resolution</b>	17
8		<b>Unfinished Business</b>	
9		<b>New Business</b>	
10		<b>Announcements</b> SRDC Commissioner vacancies exist from the following representation: Cottonwood County Municipalities, Lower Sioux Indian Community, and Region 8 Cultural Diversity. <ul style="list-style-type: none"> <li>• SRDC Full Commission Meeting: Thursday, November 8<sup>th</sup> at 3:30 p.m. at the SRDC Office.</li> <li>• SRDC Office closed on Monday, November 12<sup>th</sup> in observation of Veteran’s Day and Thursday &amp; Friday, November 22 &amp; 23 in observation of Thanksgiving.</li> <li>• SRDC Board of Directors Meeting: Thursday, December 13<sup>th</sup> at 3:30 p.m., at the SRDC Office.</li> </ul>	
11	4:55 p.m.	<b>Adjourn</b>	

Southwest Regional Development Commission

Cash Receipts Report - By Month

September, 2018

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Received EFT	RLF Loan Borrowers Payments	1953	112	9/4/2018		CR	RLF Loan Borrowers	\$18,869.52
	<u>Account ID</u>	<u>Project ID</u>	<u>Account Description</u>	<u>Project Description</u>			<u>Debit Amount</u>	<u>Credit Amount</u>
	2399-911	381-00-00-00	Loan Clearing	EDA RLF Overall				\$18,869.52
Received EFT	State of MN: Transportation	1960	661	9/6/2018		CR	State of MN	\$37,500.00
	<u>Account ID</u>	<u>Project ID</u>	<u>Account Description</u>	<u>Project Description</u>			<u>Debit Amount</u>	<u>Credit Amount</u>
	4711-211	111-00-31-19	MnDOT Revenue	MnDOT 19 Reg'l Plan				\$37,500.00
	1495-211	111-00-31-19	Due To/Due From	MnDOT 19 Reg'l Plan			\$37,500.00	
Check	SWMHP: Sept 2018 Lease Payment	1961	662	9/7/2018		CR	SWMHP	\$2,749.98
	<u>Account ID</u>	<u>Project ID</u>	<u>Account Description</u>	<u>Project Description</u>			<u>Debit Amount</u>	<u>Credit Amount</u>
	7314-001	994-00-22-00	Interest Paid	CC-Space				\$287.45
	9212-001	000-00-00-19	Lease Payment	Unrestricted- 19				\$418.34
	2621-021	000-00-00-00	Obligation-Capital Lease	Default				\$418.34
	1497-021	000-00-00-00	Amt To Be Provided-Orig B	Default				(\$418.34)
	7314-001	994-00-22-00	Interest Paid	CC-Space				\$658.74
	9212-001	000-00-00-19	Lease Payment	Unrestricted- 19				\$1,385.45
	2621-022	000-00-00-00	Obligation-Capital Lease	Default				\$1,385.45
	1498-022	000-00-00-00	Amt To Be Provided-Bldg A	Default				(\$1,385.45)
	1495-021	000-00-00-00	Due To/Due From	Default			\$418.34	
	1495-021	000-00-00-00	Due To/Due From	Default			(\$418.34)	
	1495-022	000-00-00-00	Due To/Due From	Default			\$1,385.45	
	1495-022	000-00-00-00	Due To/Due From	Default			(\$1,385.45)	
Check	Rhonda Wynia: Copies Made/Sales Tax	1962	662	9/7/2018		CR	Rhonda Wynia	\$13.25
	<u>Account ID</u>	<u>Project ID</u>	<u>Account Description</u>	<u>Project Description</u>			<u>Debit Amount</u>	<u>Credit Amount</u>
	8949-001	994-00-16-00	Reimb.Fm non SRDC	CC-Copy/Print				\$12.40
	2312-001	000-00-00-00	Sales Tax Payable	Default				\$0.85
Check	SWMHP: Aug 2018 Financial/Secretarial Contract	1963	662	9/7/2018		CR	SWMHP	\$1,193.75
	<u>Account ID</u>	<u>Project ID</u>	<u>Account Description</u>	<u>Project Description</u>			<u>Debit Amount</u>	<u>Credit Amount</u>
	1341-001	000-00-00-00	Due From Gov't/Agency	Default				\$1,193.75
Check	SWMHP: July 2018 Financial/Secretarial Adjustment (Rates)	1964	662	9/7/2018		CR	SWMHP	\$42.75
	<u>Account ID</u>	<u>Project ID</u>	<u>Account Description</u>	<u>Project Description</u>			<u>Debit Amount</u>	<u>Credit Amount</u>
	1341-001	000-00-00-00	Due From Gov't/Agency	Default				\$42.75
Check	University of Minnesota: CERTS #8	1959	660	9/11/2018		CR	University of Minnesota	\$21,305.77
	<u>Account ID</u>	<u>Project ID</u>	<u>Account Description</u>	<u>Project Description</u>			<u>Debit Amount</u>	<u>Credit Amount</u>
	4722-205	211-00-12-19	Dept.Commerce Revenue.	CERT 18-19				\$21,305.77
	1495-205	211-00-12-19	Due To/Due From	CERT 18-19			\$21,305.77	
Check	SWMHP: August 2018 Monthly Costs	1954	658	9/14/2018		CR	SWMHP	\$2,343.99
	<u>Account ID</u>	<u>Project ID</u>	<u>Account Description</u>	<u>Project Description</u>			<u>Debit Amount</u>	<u>Credit Amount</u>
	1335-051	000-00-00-00	Accts Receivable-SWMHP	Default				\$2,343.99
	1495-051	000-00-00-00	Due To/Due From	Default			\$2,343.99	

# Southwest Regional Development Commission

## Cash Receipts Report - By Month

September, 2018

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	ACE of SW MN: August 2018 Copies/Postage	1955	658	9/14/2018		CR	ACE of SW MN	\$94.66
<b>Account ID</b>	<b>Project ID</b>	<b>Account Description</b>		<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>	
1332-001	000-00-00-00	Accts Receivable-A.C.E.		Default			\$94.66	
Check	Women of Today: Copies Made/Sales Tax	1956	658	9/14/2018		CR	Women of Today	\$79.78
<b>Account ID</b>	<b>Project ID</b>	<b>Account Description</b>		<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>	
8949-001	994-00-16-00	Reimb.Fm non SRDC		CC-Copy/Print			\$74.65	
2312-001	000-00-00-00	Sales Tax Payable		Default			\$5.13	
Check	Lamberton Meats: Loan Payment (After NSF) & NSF Bank Fee	1965	113	9/14/2018		CR	Lamberton Meats	\$309.10
<b>Account ID</b>	<b>Project ID</b>	<b>Account Description</b>		<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>	
2399-911	381-00-00-00	Loan Clearing		EDA RLF Overall			\$299.10	
4322-911	381-00-70-19	Loan Servicing Fee		EDA-RLF Adm FY19			\$10.00	
Check	Lamberton Meats: NSF Service Fee Paid	1966	663	9/14/2018		CR	Lamberton Meats	\$20.00
<b>Account ID</b>	<b>Project ID</b>	<b>Account Description</b>		<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>	
4322-911	381-00-70-19	Loan Servicing Fee		EDA-RLF Adm FY19			\$20.00	
1495-911	381-00-70-19	Due To/Due From		EDA-RLF Adm FY19		\$20.00		
Check	SWHHS: CLT Meeting Mileage Reimbursement	1957	659	9/17/2018		CR	SWHHS	\$89.93
<b>Account ID</b>	<b>Project ID</b>	<b>Account Description</b>		<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>	
4621-001	111-00-31-19	Misc.Revenue		MnDOT 19 Reg'l Plan			\$89.93	
Check	Rhonda Wynia: Health Insurance (COBRA) - Oct 2018	1958	659	9/17/2018		CR	Rhonda Wynia	\$869.00
<b>Account ID</b>	<b>Project ID</b>	<b>Account Description</b>		<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>	
1331-001	000-00-00-00	Accounts Receivable		Default			\$869.00	
Check	ACE of SW MN: July 2018 Contract	1969	665	9/21/2018		CR	ACE of SW MN	\$2,554.22
<b>Account ID</b>	<b>Project ID</b>	<b>Account Description</b>		<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>	
1341-001	000-00-00-00	Due From Gov't/Agency		Default			\$2,554.22	
Check	ACE of SW MN: August 2018 Contract	1970	665	9/21/2018		CR	ACE of SW MN	\$1,915.48
<b>Account ID</b>	<b>Project ID</b>	<b>Account Description</b>		<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>	
1341-001	000-00-00-00	Due From Gov't/Agency		Default			\$1,915.48	
Check	SWHHS: TA IV Contract (August 2018)	1967	664	9/24/2018		CR	SWHHS	\$135.00
<b>Account ID</b>	<b>Project ID</b>	<b>Account Description</b>		<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>	
1341-001	000-00-00-00	Due From Gov't/Agency		Default			\$135.00	
Check	Lincoln County: US Fish and In Lieu Taxes	1968	664	9/24/2018		CR	Lincoln County	\$46.72
<b>Account ID</b>	<b>Project ID</b>	<b>Account Description</b>		<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>	
4111-001	000-00-00-19	Tax Revenue		Unrestricted- 19			\$46.72	

# Southwest Regional Development Commission

## Cash Receipts Report - By Month

September, 2018

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	RMEB: July/August 2018	1971	666	9/28/2018		CR	SRDC	\$2,373.57
	<b>Account ID</b>	<b>Project ID</b>		<b>Account Description</b>	<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>
	1341-001	000-00-00-00		Due From Gov't/Agency	Default			\$2,373.57
Check	PACE: July/August 2018	1972	666	9/28/2018		CR	SRDC	\$210.00
	<b>Account ID</b>	<b>Project ID</b>		<b>Account Description</b>	<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>
	1341-001	000-00-00-00		Due From Gov't/Agency	Default			\$210.00
Check	PACE Outreach: July/August 2018	1973	666	9/28/2018		CR	SRDC	\$1,394.00
	<b>Account ID</b>	<b>Project ID</b>		<b>Account Description</b>	<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>
	1341-001	000-00-00-00		Due From Gov't/Agency	Default			\$1,394.00
Other	Minnwest Bank: Interest Income (HSA/Flex Acct)	1974	9	9/28/2018		CR	Minnwest Bank	\$3.51
	<b>Account ID</b>	<b>Project ID</b>		<b>Account Description</b>	<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>
	4651-001	000-00-00-19		Interest Revenue	Unrestricted- 19			\$3.51
Other	Minnwest Bank: RMEB Account (Interest Income)	1975	61	9/28/2018		CR	Minnwest Bank	\$156.45
	<b>Account ID</b>	<b>Project ID</b>		<b>Account Description</b>	<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>
	4651-610	711-00-00-18		Interest Revenue	RMEB-18 Operating			\$156.45
Other	Minnwest Bank: PACE Electric (Interest Income)	1976	41	9/28/2018		CR	Minnwest Bank	\$23.34
	<b>Account ID</b>	<b>Project ID</b>		<b>Account Description</b>	<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>
	4651-422	222-84-70-00		Interest Revenue	PACE RLF Adm-Property A			\$23.34
Other	Minnwest Bank: Pace Account (Interest Income)	1977	40	9/28/2018		CR	Minnwest Bank	\$227.91
	<b>Account ID</b>	<b>Project ID</b>		<b>Account Description</b>	<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>
	4651-181	222-84-70-00		Interest Revenue	PACE RLF Adm-Property A			\$227.91
	9711-422	222-84-70-00		Pgm Cost To Fund	PACE RLF Adm-Property A			\$227.91
	9711-181	222-84-70-00		Pgm Cost To Fund	PACE RLF Adm-Property A			(\$227.91)
Other	Minnwest Bank: Interest Income - RLF	1979	114	9/28/2018		CR	Minnwest Bank	\$107.12
	<b>Account ID</b>	<b>Project ID</b>		<b>Account Description</b>	<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>
	4651-911	381-00-70-19		Interest Revenue	EDA-RLF Adm FY19			\$107.12
Other	United Prairie Bank: Interest Income	1980	52	9/28/2018		CR	United Prairie Bank	\$17.31
	<b>Account ID</b>	<b>Project ID</b>		<b>Account Description</b>	<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>
	4651-001	000-00-00-19		Interest Revenue	Unrestricted- 19			\$17.31
Other	Minnwest Bank: Interest Income (EDA Account)	1982	34	9/28/2018		CR	Minnwest Bank	\$0.52
	<b>Account ID</b>	<b>Project ID</b>		<b>Account Description</b>	<b>Project Description</b>		<b>Debit Amount</b>	<b>Credit Amount</b>
	4651-111	311-00-00-19		Interest Revenue	EDA FY19			\$0.52
	1495-111	311-00-00-19		Due To/Due From	EDA FY19		\$0.52	

# Southwest Regional Development Commission

## Cash Receipts Report - By Month

September, 2018

<u>Type</u>	<u>Description</u>	<u>Receipt Number</u>	<u>Deposit Number</u>	<u>Date</u>	<u>Source/Category</u>	<u>System</u>	<u>Payer</u>	<u>Amount</u>
Other	Minnwest Bank: Interest Income (Admin Savings)	1983	667	9/28/2018		CR	Minnwest Bank	\$214.48
	<u>Account ID</u>	<u>Project ID</u>		<u>Account Description</u>	<u>Project Description</u>		<u>Debit Amount</u>	<u>Credit Amount</u>
	4651-001	000-00-00-19		Interest Revenue	Unrestricted- 19			\$214.48
Other	Currie State Bank: Interest Income (RLF)	1978	50	9/30/2018		CR	Currie State Bank	\$0.52
	<u>Account ID</u>	<u>Project ID</u>		<u>Account Description</u>	<u>Project Description</u>		<u>Debit Amount</u>	<u>Credit Amount</u>
	4651-911	381-00-70-19		Interest Revenue	EDA-RLF Adm FY19			\$0.52
Other	First Independent Bank: Intrest Income	1981	50	9/30/2018		CR	First Independent Bank	\$75.29
	<u>Account ID</u>	<u>Project ID</u>		<u>Account Description</u>	<u>Project Description</u>		<u>Debit Amount</u>	<u>Credit Amount</u>
	4651-001	000-00-00-19		Interest Revenue	Unrestricted- 19			\$75.29
Other	Jackson Federal/Savings: Interest Income	1984	53	9/30/2018		CR	Jackson Federal/Savings	\$105.27
	<u>Account ID</u>	<u>Project ID</u>		<u>Account Description</u>	<u>Project Description</u>		<u>Debit Amount</u>	<u>Credit Amount</u>
	4651-001	000-00-00-19		Interest Revenue	Unrestricted- 19			\$105.27
Other	Jackson Federal/Savings: Interest Income (RLF)	1985	50	9/30/2018		CR	Jackson Federal/Savings	\$16.43
	<u>Account ID</u>	<u>Project ID</u>		<u>Account Description</u>	<u>Project Description</u>		<u>Debit Amount</u>	<u>Credit Amount</u>
	4651-911	381-00-70-19		Interest Revenue	EDA-RLF Adm FY19			\$16.43
<b>Grand Total:</b>								<b>\$95,058.62</b>

# Southwest Regional Development Commission Invoice Expense Allocation Report

September, 2018

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Project
Tax Identification Number	Transaction Number	Transaction Type				Amount ID
AFLAC	9/14/2018	AFLAC - 09/12/18		2161-001	Accident Insurance	\$71.48 000-00-00-00
	197179	Invoice	Paid	2162-001	Cancer Insurance	\$24.00 000-00-00-00
				2163-001	Dental Insurance	\$66.28 000-00-00-00
				2171-001	Disability Ins-After Tax	\$65.25 000-00-00-00
	9/28/2018	AFLAC - 09/26/18		2161-001	Accident Insurance	\$71.48 000-00-00-00
	265502	Invoice	Paid	2162-001	Cancer Insurance	\$24.00 000-00-00-00
				2163-001	Dental Insurance	\$66.28 000-00-00-00
				2171-001	Disability Ins-After Tax	\$65.25 000-00-00-00
Awards Plus, Inc.	9/28/2018	Name Badge: Jessica We		7831-001	Supply	\$21.55 994-00-18-00
	68283	Invoice	Paid			
Cardmember Services	9/28/2018	Visa: 08/17/18 - 09/17/1		6117-211	Meals	\$28.58 111-00-12-19
	09/28/2018	Invoice	Paid	6115-111	Registration	\$100.00 311-00-00-19
				8961-911	Finance Fees &Exp	\$20.00 381-00-70-19
				6111-911	Staff Travel	\$22.75 381-00-70-19
				6111-111	Staff Travel	\$22.75 311-00-00-19
				6118-111	Airfare	\$344.91 311-00-00-19
				6118-911	Airfare	\$324.40 381-00-70-19
				6115-001	Registration	\$120.00 811-00-00-19
				6116-001	Hotel	\$349.70 811-00-00-19
				6117-001	Meals	\$11.59 996-00-11-00
				6116-001	Hotel	\$193.33 996-00-11-00
				6117-001	Meals	\$34.52 996-00-11-00
				7361-001	Supply/Maint	\$57.92 994-00-22-00
				7361-051	Supply/Maint	\$57.93 781-00-00-00
				6118-111	Airfare	\$376.10 311-00-00-19
				7121-111	Committee Exp	\$376.10 311-00-00-19
				6111-111	Staff Travel	\$9.12 311-00-00-19
				7121-111	Committee Exp	\$9.12 311-00-00-19
				6111-111	Staff Travel	\$25.04 311-00-00-19
				7121-111	Committee Exp	\$25.04 311-00-00-19
Carol Wagner	9/27/2018	Commissioner Exp: 09/13		7111-001	Committee PerDiem	\$50.00 000-00-00-19
XXX-XX-4378	09/27/2018	Invoice	Paid			
Chandler Co-Op	9/14/2018	Fuel: Aug 2018		6241-001	Fuel	\$36.21 994-00-23-00
	09/14/2018	Invoice	Paid			

# Southwest Regional Development Commission Invoice Expense Allocation Report

September, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Project	
						Amount	ID
City of Slayton XX-XXX5544	9/7/2018	Water/Sewer: 07/19/18 - 0	Paid	7343-001	Water	\$22.00	994-00-22-00
	09/07/2018	Invoice		7343-051	Water	\$33.00	781-00-00-00
Culligan Water Conditioning	9/14/2018	Water/Salt: Aug 2018	Paid	7364-051	Water/Culligan	\$19.70	781-00-00-00
	09/14/2018	Invoice		7364-001	Water/Culligan	\$59.14	994-00-22-00
David Samuelson XXX-XX-0234	9/7/2018	Groundskeeping - Aug 2	Paid	7365-001	Groundskpg	\$42.00	994-00-22-00
	09/07/2018	Invoice		7365-051	Groundskpg	\$63.00	781-00-00-00
Dennis A. Klingbile XXX-XX-4650	9/27/2018	Commissioner Exp: 09	Paid	7111-001	Committee PerDiem	\$50.00	000-00-00-19
	09/27/2018	Invoice		7121-001	Committee Exp	\$103.55	000-00-00-19
Donald H. Wachal XXX-XX-1522	9/27/2018	Commissioner Exp: 09	Paid	7111-001	Committee PerDiem	\$50.00	000-00-00-19
	09/27/2018	Invoice		7121-001	Committee Exp	\$28.34	000-00-00-19
East Central RDC	9/28/2018	MADO: Mig Costs (J	Paid	6117-001	Meals	\$12.54	996-00-11-00
	09/28/2018	Invoice		6111-001	Staff Travel	\$21.67	996-00-11-00
Eloise Hauschild XXX-XX-3682	9/27/2018	Commissioner Exp: 09	Paid	7111-001	Committee PerDiem	\$50.00	000-00-00-19
	09/27/2018	Invoice		7121-001	Committee Exp	\$59.95	000-00-00-19
Fleet Services Division	9/28/2018	Aug 2018 Lease Payment	Paid	6211-001	Lease	\$357.82	994-00-23-00
	2019020034	Invoice					
Frontier Communications	9/14/2018	Telephone: 09/04/18 - 1	Paid	7421-051	Telephone	\$500.14	781-00-00-00
	09/14/2018	Invoice		7421-001	Telephone	\$269.07	994-00-21-00
				1332-001	Accts Receivable-A.C.E.	\$0.23	000-00-00-00
Fryberger, Buchanan, Smith & Freder XX-XXX0525	9/28/2018	RMEB: Legal - July 20	Paid	8141-610	Legal	\$1,107.70	711-00-00-18
	18064.11808	Invoice					
XX-XXX0525	9/28/2018	RMEB: Legal - Aug 20	Paid	8141-610	Legal	\$285.00	711-00-00-18
	18064.11809	Invoice					
Grants Management Systems	9/14/2018	Services: Aug 2018	Paid	7921-911	Softw/Maint/Purch	\$100.00	381-00-70-19
	70082018	Invoice					
Hartwin A. Krefit XXX-XX-4798	9/27/2018	Commissioner Exp: 09	Paid	7111-001	Committee PerDiem	\$50.00	000-00-00-19
	09/27/2018	Invoice		7121-001	Committee Exp	\$61.04	000-00-00-19



# Southwest Regional Development Commission Invoice Expense Allocation Report

September, 2018

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Project Amount ID
Tax Identification Number	Transaction Number	Transaction Type				
Jim's Market	9/21/2018	Supplies - Commissioner M		7121-001	Committee Exp	\$5.68 000-00-00-19
	09/21/2018	Invoice	Paid			
Keith Elbers	9/27/2018	Commissioner Exp: 09		7111-001	Committee PerDiem	\$50.00 000-00-00-19
XXX-XX-5780	09/27/2018	Invoice	Paid	7121-001	Committee Exp	\$34.34 000-00-00-19
Larry Anderson	9/27/2018	Commissioner Exp: 09		7111-001	Committee PerDiem	\$50.00 000-00-00-19
XXX-XX-4486	09/27/2018	Invoice	Paid	7121-001	Committee Exp	\$21.26 000-00-00-19
Marilyn Samuelson	9/28/2018	Sept 2018 - Janitorial Ser		7351-001	Janitorial	\$328.00 994-00-22-00
XXX-XX-4649	09/28/2018	Invoice	Paid	7351-051	Janitorial	\$472.00 781-00-00-00
Michael L. VanDeVere	9/27/2018	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-19
XXX-XX-7929	09/27/2018	Invoice	Paid	7121-001	Committee Exp	\$76.30 000-00-00-19
				7111-211	Committee PerDiem	\$50.00 111-00-15-19
				7121-211	Committee Exp	\$41.42 111-00-15-19
Murray County News	9/7/2018	MCECC: Adv (Jail & B		7513-780	Adv/Mktg	\$141.75 671-05-00-00
	09/07/2018	Invoice	Paid			
NCPERS Group Life Ins.	9/28/2018	Pera Life: Sept 2018 Ded		2174-001	PERA-Life Insurance Payable	\$48.00 000-00-00-00
	09/28/2018	Invoice	Paid			
Northwest Gas	9/7/2018	Fuel: 07/20/18 - 08/17/1		7342-001	Fuel	\$7.70 994-00-22-00
	09/07/2018	Invoice	Paid	7342-051	Fuel	\$11.07 781-00-00-00
				7342-001	Fuel	\$7.71 994-00-22-00
				7342-051	Fuel	\$11.10 781-00-00-00
One Office Solution	9/7/2018	40 Cases of Paper		7561-001	Copier Supplies/Maintenance	\$1,340.00 994-00-16-00
	1798423-0	Invoice	Paid			
				7561-001	Copier Supplies/Maintenance	\$25.02 994-00-16-00
Paul Langseth	9/27/2018	Commissioner Exp: 09		7111-001	Committee PerDiem	\$50.00 000-00-00-19
XXX-XX-2867	09/27/2018	Invoice	Paid	7121-001	Committee Exp	\$25.07 000-00-00-19
Pizza Ranch	9/14/2018	MCECC: Mtg Exp (08		7834-780	MtgExp	\$71.37 671-05-00-00
XX-XXX7378	09/14/2018	Invoice	Paid			

# Southwest Regional Development Commission Invoice Expense Allocation Report September, 2018

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Project Amount ID
Tax Identification Number	Transaction Number	Transaction Type				
Samantha Wynia	9/14/2018 09/14/2018	MCECC: Postage (Ja Invoice	Paid	7211-780	Postage	\$170.00 671-05-00-00
Schaap Sanitation	9/7/2018 09/07/2018	Sanitation: 09/1/18 - 09/ Invoice	Paid	7362-001 7362-051	Sanitation Service Sanitation Service	\$25.44 994-00-22-00 \$38.15 781-00-00-00
Slayton EDA	9/7/2018 09/07/2018	Lease Payment - Sept 201 Invoice	Paid	1497-021 1498-022 9212-001 9212-001 2621-021 2621-022 7314-001 7314-001 4651-001	Amt To Be Provided-Orig Bldg Amt To Be Provided-Bldg Addn Lease Payment Lease Payment Obligation-Capital Lease Obligation-Capital Lease Interest Paid Interest Paid Interest Revenue	(\$820.27) 000-00-00-00 (\$2,348.22) 000-00-00-00 \$820.27 000-00-00-19 \$2,348.22 000-00-00-19 \$820.27 000-00-00-00 \$2,348.22 000-00-00-00 \$563.63 994-00-22-00 \$1,116.51 994-00-22-00 (\$51.37) 000-00-00-19
SRDC	9/28/2018 09/28/2018	RMEB: July/Aug 2018 Invoice	Paid	8112-610 8151-610	Ctr Service Finance Work	\$2,181.07 711-00-00-18 \$192.50 711-00-00-18
Stoneberg, Giles & Stroup, PA XX-XXX6119	9/28/2018 09/28/2018	PACE: July/Aug 2018 Invoice	Paid	8151-610	Finance Work	\$210.00 716-00-11-18
The Computer Man, Inc.	9/14/2018 279123	PACE Outreach: July/ Invoice	Paid	8118-610	Ctr.Service-Outreach	\$1,394.00 716-00-11-18
	9/14/2018 88617	RLF: Legal - Siebenahler Invoice	Paid	2314-911	Prepaid Receipts	\$89.00 381-00-00-00
	9/14/2018 279123	Upgrade Backup Server Invoice	Paid	9111-001 9112-001 9111-051 9112-051	Equipment Equipment Inkd Equipment Equipment Inkd	\$6,542.73 000-00-00-19 \$1,146.60 000-00-00-19 \$6,542.72 781-00-00-00 \$1,146.60 781-00-00-00
	9/21/2018 279215	Email Antivirus/Antispa Invoice	Paid	7921-001	SoftwMaint/Purch	\$16.50 994-00-24-00
US Postal Service	9/7/2018 09/07/2018	Replenish Postage Meter Invoice	Paid	7211-001	Postage	\$2,000.00 994-00-17-00

# Southwest Regional Development Commission Invoice Expense Allocation Report

September, 2018

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Project Amount ID
Tax Identification Number	Transaction Number	Transaction Type				
Vast Broadband	9/28/2018	Services: 09/24/18 - 10/		7425-001	Internet	\$49.97 994-00-21-00
	09/28/2018	Invoice	Paid	7421-051	Telephone	\$11.38 781-00-00-00
				7425-051	Internet	\$49.98 781-00-00-00
				7425-051	Internet	\$3.50 781-00-00-00
				7425-001	Internet	\$3.50 994-00-21-00
Verizon Wireless	9/14/2018	Tablets: 08/02/18 - 09/0		7422-001	Cellphone	\$80.40 994-00-21-00
	9813858222	Invoice	Paid			
Western Print Group	9/21/2018	300 Annual Reports (201		7513-001	Adv/Mktg	\$474.50 000-00-00-19
	98064	Invoice	Paid	7513-001	Adv/Mktg	\$474.50 995-00-00-00
Wheel-Herald	9/14/2018	MCECC: Adv: Jail/Bail		7513-780	Adv/Mktg	\$237.00 671-05-00-00
	09/14/2018	Invoice	Paid			
William Crowley	9/27/2018	Commissioner Exp: 09		7111-001	Committee PerDiem	\$50.00 000-00-00-19
XXX-XX-4969	09/27/2018	Invoice	Paid	7121-001	Committee Exp	\$29.98 000-00-00-19
Willmar Lakes Area Chamber of Comm	9/18/2018	Registration - Robin Wei		6115-111	Registration	\$15.00 311-00-00-19
	09/18/2018	Invoice	Paid			
Worthington HRA	9/28/2018	CERTS Seed Grant		8452-205	Seed Grant	\$3,211.00 211-00-12-19
	09/28/2018	Invoice	Paid			
XCEL Energy	9/14/2018	Electricity: 08/04/18 - 09		7341-051	Electricity	\$331.28 781-00-00-00
	09/14/2018	Invoice	Paid	7341-001	Electricity	\$230.21 994-00-22-00

## DEVELOPMENT REPORT

October 2018

### A. CEDS REPORT

### B. ECONOMIC DEVELOPMENT

### C. COMMUNITY AND PHYSICAL DEVELOPMENT

- Local Assistance / Land Use, Planning and Zoning
- Waste Management / Energy / Natural Resources

### A. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

The current CEDS can be found online at <http://www.swrdc.org/economic-development/>. An annual update will be submitted by year end.

### B. ECONOMIC DEVELOPMENT

*Southwest ED Pros*—ED Pros is a group of economic development professionals that meet occasionally to learn more about new programs, share best practices, etc. If you have a topic and/or speaker in mind for a future meeting, please contact staff.

*Local Economic Development*—Staff is available to assist with local job fairs, technical assistance, data research, etc. The career expo in Worthington at Minnesota West and Marshall at SMSU was held September 25 and 26 respectively. During those two days, over 300 volunteers helped 125 exhibitors share more about their business/department and 30 schools (almost 1800 students) explore all the wonderful careers/educational programs available in our region.

*Economic Development Planners Statewide Networking*—The MADDO planners met in Battle Lake on October 4. One of the speakers talked about the PIPELINE Program.

*Business Assistance*—Staff continues to assist inquiries made regarding business start-ups, retentions, and expansions and financing. Staff assists with 2 additional revolving loan fund programs within the region.

*Grant Assistance*—Staff continues to relay information in regards to grants to appropriate organizations/businesses. Lower Sioux submitted their EDA proposal for construction of a business incubator, and was later asked to submit a full application. Lower Sioux was previously awarded a \$103K grant to develop a feasibility study/management plan for the Lower Sioux Intergenerational Cultural Incubator. Lower Sioux has been notified that they received an EDA investment of \$4,490,615 (total project cost \$5,157,450). This EDA investment funds the construction of the Lower Sioux Intergenerational Cultural Incubator, a facility with training and production space for tribal entrepreneurs working in pottery, quilting, media/graphic arts, culinary arts, and mixed-artistic media such as quilting, beading, and regalia making. This project will help stimulate the local economy by expanding internal and external partnerships with local communities, universities, and business organizations while increasing skills and wages to grow the region's economy.

*Daycare*—Staff has developed a Child Care Resource Guide to assist with new models and options. There will be a Local Government Workplace Symposium in Willmar on October 18 and 19 which includes a TED-talk style presentation from First Children's Finance as well as a Child Care Panel focusing on Regional Models and Local Strategies that Work.

*Broadband*—Rock County will hold a Blandin Broadband Community Vision meeting on October 8 to identify community strengths and gaps and prioritize potential projects in partnership with the Blandin Foundation. The Blandin Foundation will hold their Broadband Conference on October 23-24.

*Brownfield*—DEED will be holding a Brownfield and Redevelopment Conference on November 1 and 2.

*Grow Our Own Summit*—Continuing efforts to grow our own talent continues on November 8 in Marshall with Keynote speaker Nisha Patel. Patel is the Executive Director of the US Partnership on Mobility from Poverty. Patel will talk about her work in guiding a task force to answer one big, bold question: What would it take to dramatically increase mobility from poverty?

## **C. COMMUNITY AND PHYSICAL DEVELOPMENT**

### Local Assistance / Land Use, Planning and Zoning

*All-Hazard Mitigation Plans (remaining)*: Lincoln, Murray, Pipestone, Cottonwood, Redwood.

First & Second Meetings Scheduled: Redwood (10/18 & 10/25 in Wabasso)

Second Meeting to be scheduled: Cottonwood

Draft Plan Finalization: Murray, Lincoln, Pipestone

The SRDC & Emergency Management Directors are in the process of gathering demographic, geologic, HAZUS, and other background information for some of the remaining AHMP updates. The SRDC is also in the process of conducting the planning meetings with each county's Hazard Mitigation Planning Team.

### *Planning and Zoning:*

- *Lincoln County Comprehensive Plan* – Staff continues to assist Lincoln County in completing the 2018 Comprehensive Plan.
- *Murray County Ordinance update* –Staff continues to work with Murray County staff and the Planning Commission on the update of the Zoning Ordinances. It is anticipated that the Ordinance update work will be near completion at the end of the year, with a public hearing anticipated in January.
- An observation from staff over the past couple of years is that Planning Commissions (City and County) and elected officials may benefit from a regional informational workshop on land use zoning – primarily the protocol for Permitted Uses, Conditional Uses, Interim Uses, and Variances.

### Waste Management / Energy / Natural Resources

*Waste Management* – The Solid Waste Commission will be meeting on November 26<sup>th</sup>.

### *Energy*

RMEB – met on September 24. Topics discussed included: a report from the PACE Committee on the number of loans, ARRA funds available for PACE loans, and funds available to help offset energy audits; comments of the HERC and MISO tours in July; a screening of “The Power of Minnesota” and report on the Canby event; a report from the Clean Grid Alliance; and reports by member counties on energy projects and issues. Issues coming forward are anti-wind groups mobilizing in the RMEB Counties as well as moving into SRDC counties and CBED projects are nearing the time to flip ownership, but there are no longer any provisions for this since legislation ended. More will be learned at the next meeting on November 26. Minutes and Agendas for the meetings are posted on the [www.rmeb.org](http://www.rmeb.org) website.

Wind. A concern regarding the development of new wind in the region is an anti-wind movement, primarily people from outside the Region and stirring people up. Other activity in wind is Region Staff (Jay) is currently reviewing a repower wind project as the Region has historically reviewed the new wind projects. We are seeing repower projects removing the number of towers and bases, and proposing to install fewer but larger machines with the same overall output. Staff is working to connect with Bill Grant at Commerce to obtain data on the magnitude of the CBED projects that will be affected in the Region in the near future.

SW CERT. CERT, the SRDC, and the RMEB were among the sponsors of the Premier Screening of “The Power of Minnesota” in Canby. 105 people attended the event on September 18<sup>th</sup>. CERT will be holding a Swine energy and solar workshop on November 15 in Watonwan or Martin County, and SW CERT will be meeting in Windom in coordination with the SW Regional Sustainable Development Partnership.

## Revolving Loan Fund (RLF) Report- October 2018

### **A. FUNDS AVAILABLE**

Funds are currently available in the approximate amount of \$164,900.

### **B. RECENT ACTIVITY**

**RLF Committee**—The committee meets as needed. Committee members are Byrnes, Carney and Thompson as SRDC representatives and 2 members from the banking industry. The committee last met on 8/28/18. One of our banking industry representatives is retiring December 31.

**Servicing Issues**—On-going loan servicing issues continue to be addressed, as well as site visits. These include issues such as request for modified payment plans, collateral changes, business closures and NSF's. Our new site visit template is working out well.

**New Applicants**—The SRDC RLF continues to field calls from potential applicants. Interest rates are as low as 4%.

**RLF Annual Report**- Our annual RLF report was submitted prior to its September 30<sup>th</sup> deadline. Based on our positive rating, reports have been minimized to annual rather than semi-annual and they are based on our fiscal year end rather than the federal fiscal year end.

**CDFA RLF Webinar**—The next RLF webinar is being held on October 16 with a focus on Solutions for RLF Servicing.

**CDFA EDA RLF Peer-to-Peer Learning Exchange**—Staff is planning to attend the CDFA RLF training course on November 6 and 7, followed up by the CDFA National Development Finance Summit on November 7-9. Registrations are complimentary. The Finance Summit includes a session for Peer-to-Peer Learning Exchange participants.

If you have questions about the RLF report, please contact Robin Weis, Economic Development Director, at 507-836-1638 or via e-mail at [robin@swrdc.org](mailto:robin@swrdc.org).

**Property Assessed Clean Energy (PACE)**

**Revolving Loan Fund Report- October 2018**

**A. FUNDS AVAILABLE**

Funds are currently available in the approximate amount of \$165,214 (ARRA Funds Only).

24 loans have been approved thus far totaling \$858,492.06. Our average loan size is \$35,770.50. 62.5% of the loans thus far have been within \$1,000 of their 20% property assessed value cap.

REED and REDG funds are being kept to comply with future loan payment obligations. It is expected that much of the REED loan will be paid back prior to January 2019 month end, based on preliminary feedback received from 2019 appropriation requests.

**B. PACE COMMITTEE**

The committee meets as needed or in conjunction with the RMEB. The committee last met on September 24 and is scheduled to meet again on November 26.

Weis has been directed to submit the ARRA 5 year extension by June 30, 2019.

**C. GENERAL INFORMATION**

PACE is available to businesses, including agri-business, as well as non-profits, including churches. *If you have groups in your area that would benefit from hearing about PACE, please contact Robin.*

Energy audit assistance has been helpful in generating interest for PACE and energy efficiency in general. The USDA Energy Audit Assistance program was extended for one year ending April 2019. Staff encourages members to assist with outreach in this area in particular as if funds are not spent, they will need to be returned.

For the latest Energy Audit Assistance applications or the PACE brochure and application, please go to <http://www.rmeb.org/pace.htm>.

If you have questions about PACE, or about energy audits, please contact Robin Weis, Economic Development Director, at 507-836-1638 or via e-mail at [robin@swrdc.org](mailto:robin@swrdc.org).



## Transportation Report – October 2018

**SRDC Transportation Committee:** No meeting scheduled at this time.

### Area Transportation Partnerships:

ATP 7—The ATP met on September 14, 2018 in Mankato. They reviewed STIP amendments and subcommittee business as well as the time line for development of the next ATIP. SRDC Staff worked with the District staff (and R9 and MAPO staff) to revise the LOI Review document as well as make suggested changes to the TA / SRTS Application.

ATP 8—The next ATP meeting is October 12, 2018 in Willmar at 9 am. Staff has been sharing the information developed by ATP 7 with staff at ATP 8.

**Letter of Intent for TA and SRTS projects:** The Letter of Intent form will be available October 1, 2018 for those interested; final date for submission is October 31, 2018. The SRDC will have until November 16 to meet with the project proposers to review the proposed projects; with the full application available shortly after. The application will be due to the ATPs by January 4<sup>th</sup>, 2019. The ATPs will be reviewing and making modification to their applications to accommodate a joint SRTS and TA application process.

**Programming Update Workgroup:** No report.

**District 7 and 8 CHIP outreach:** meetings as well as scoping meetings are being scheduled and staff are attending as schedules permit.

**Transportation Planners Meeting:** The next meeting is scheduled for November 7-8 in Region 5 (Brainerd Area).

**Greater Minnesota Regional Transportation Organizational Planning Grant:** Staff at UCAP, SRDC Staff, and representatives from Lyon, Lincoln, Cottonwood, Redwood and Pipestone Counties discussed a modified proposal to MnDOT. UCAP will revise the proposal and re-submit this fall.

**District 7 Manufacturers Study:** District 7 will be undergoing a Freight Plan with the focus on Manufacturers. Staff will be assisting with interviews, similar to what was completed in District 8 several years ago.

**CAV:** All RDO T-Planners have been asked to participate in the CAV Land Use subcommittee meetings. Remote access at night has made participation rather difficult.

No word yet on the CAV workshop date in Marshall.

**Active Living Plans:** *Statewide Health Improvement Partnership (SHIP) Community Leadership Team (CLT):* Staff continues to work and connect with SHIP in both Des Moines Valley Health & Human Services' SHIP region (Cottonwood, Jackson, Nobles) and the Southwest Health and Human Services SHIP Region (Lincoln, Lyon, Murray, Pipestone, Redwood, Rock). MDH has stated that SHIP is to work with their Active Living *and* SRTS Plan communities on a quarterly basis for the next 10 years or so.

*DVHHS SHIP (Cottonwood, Jackson, Nobles) Update:*

- Staff continues to participate in CLT meetings & explore options for collaboration.
- The Community Wellness Grant has ended, so DVHHS SHIP is down to 2 staff members (previously more than 10).

*SWHHS SHIP (Lincoln, Lyon, Murray, Pipestone, Redwood, Rock) Update:*

- Staff continues to participate in the two CLTs in both Marshall and Luverne.
- SRTS & Active Living Facilitation: Ivanhoe (9/6), Marshall (9/12), Murray County Central (9/25), Pipestone

(10/5), Redwood Falls (10/9), Tracy (10/10).

#### **TZD/Safe Roads:**

- **Murray County:** JoyRide took place in four communities this year. Fulda: 12, Lake Wilson: 38, Hadley: 5, Slayton: 17.
- **Cottonwood/Jackson:** Staff attended the initial meetings of the Cottonwood/Jackson Safe Roads Coalition. The coalition is just getting started and working on child passenger safety technicians' trainings, social media efforts, a police/emergency services photo/banner, and responsible server training. Joyride program planned for the summer of 2019. (Next meeting: Oct. 10, 2018).

**District Bike Plans:** Each MnDOT District is working to create a bike plan which will define local bike routes on existing or planned facilities in alignment with the less-defined priority routes that MnDOT identified in their Statewide Bicycle System Plan. Staff worked with MnDOT to hold meetings with county engineers to discuss routes and will be doing continued outreach to communities along the routes as well as attending the Technical Advisory Committee (TAC) meetings.

- D7: TAC meeting held September 26. Further routes discussed. Prioritization factors selected and potential design TA from the consultant will be decided by the District State Aid Engineer.
- D8: TAC Meeting held August 13. Prioritization factors selected and potential design TA from the consultant may be provided for US Highway 75 between Pipestone & Lake Benton.

The prioritization algorithm accounts for many factors including population density, equity, activity/traffic generators, plan consistency, safety, alignment with the STIP/CHIP, and cost to determine which routes are a priority for implementation. The TAC decides how to weight these factors for each MnDOT District.

**Greater Minnesota Regional Parks and Trails Commission:** Second DPC meeting held September 4, 2018 in Springfield. Went over funding applications and vision for the district.

To create an application for designation, develop a qualified Unit Master Plan, or (if designated) apply for funding, visit: <http://www.gmrptcommission.org/applications.html>

**SRTS Planning Grants:** Luverne held their first SRTS meeting on September 6 and the walk audit was September 27. Parent surveys and student tallies are done. Staff will continue to gather background data. Community outreach is scheduled for conferences on November 1 & 8.

**RESOLUTION**

**IN SUPPORT OF THE SMALL TOWN AND REGIONAL VITALITY  
INVESTMENT ACT OF 2018**

WHEREAS, leaders in small towns and rural areas are facing critical challenges in meeting the current and projected needs of their local residents and business communities; and

WHEREAS, as America's population and tax base shift to urban areas, there is a real and increasing need to meet these challenges which recognize rural communities' economic hardships to meet regulatory, economic development, and quality of life demands, and

WHEREAS, the needs of rural communities include but are not limited to affordable, quality child care; waste water treatment facility operation and maintenance; sufficient housing opportunities for local workforce; an increase in health care services and affordable health insurance options; reliable, high-speed internet; an increase in skilled, experienced workers; and an increase in amenities like art and music, sports, bike trails, and other outdoor recreational opportunities, and

WHEREAS, if rural communities' needs are met, then young families and skilled workers can be enticed to move to, move back to or stay in these communities, and

WHEREAS, no current federal initiative is designed to help rural communities to overcome specific, unique barriers to their own growth.

NOW, THEREFORE, BE IT RESOLVED that the Southwest Regional Development Commission supports an initiative for the federal government to properly invest in small communities via the "Small Town and Regional Vitality Investment Act of 2018" in which the USDA Rural Development shall administer revenue sharing grants to local and regional governments representing small towns and rural areas.

Dated this 11<sup>th</sup> day of October, 2018.

APPROVED:

ATTEST:

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Mike Kuhle, SRDC Chair

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Jayme Trusty, SRDC Executive Director