

FULL COMMISSION MEETING

Thursday, May 14, 2020 Immediately following 3:30 p.m. Public Hearing



Zoom Meeting: https://us02web.zoom.us/j/81381924860

Call In: 1-312-626-6799

Meeting ID: 813-8192-486

July 1, 2020 - June 30, 2021

Revenues	FY2021 DRAFT BUDGET
Tax Levy	393835
Current Contracts	149680
MN Department of Transportation	75000
Transportation-Safe Routes to School	36788
Economic Development Administration	70000
CERTS Funds	68500
McKnight Funds	20000
PACE loan orig/int/misc	32776
Interest Earned & Miscellaneous	
Total Revenues	10850 857429
Evnanditura	FY2021 DRAFT BUDGET
Expenditures Committee Expense	34090
Salaries & Fringe	712391
Staff Travel	35297
Office Space	37317
Postage	3142
Communications	5679
Print/Publication	5995
Insurance	4487
Supplies-Mtg/Wkshp Expenses	7932
Computer	15169
Audits	7600
Consultant/Contracted Services/Legal	1900
Other	6240
Equipment/Building updates	17500
PACE loan interest	510
Debt Service-Principal & Interest	11645
Building Lease Principal Payment	18583
Total Expenditures	925477
Overall Balance	-68048
Anticipated Reserve Changes by Category	
Incr/(Decr) in Equipment Reserve	3604
Incr/(Decr) in Building Reserve	13824
Incr/(Decr) in Human Service Dedicated Funds	-2000
Incr/(Decr) in PACE Adm for Interest	7548
Incr/(Decr) in Unrestricted Reserve	-91024

Loan Budget-EDA RLF Loan Budget-PACE RLF 200000



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AGENDA

#	<u>i ime</u>		<u>Page</u>
1	3:35 p.m.	Call to Order & Pledge of Allegiance	
2	3:35 p.m.	Roll Call Introductions	
3	3:37 p.m.	Additions to and Approval of Agenda Action Needed: Approve Agenda	
4	3:38 p.m.	Commissioner Appointments • Appointment of Jeff Moen, representing Lincoln County Townships Action Needed: Approve Commissioner Appointment	
5	3:40 p.m.	 SRDC Board of Directors Appointments Lincoln County (filling Eloise Hauschild's term, expires March 2022) Action Needed: Approve Board of Directors Appointment 	
6	3:43 p.m.	 Consent Agenda Items March 12, 2020 Full Commission Minutes April 9, 2020 Board of Directors Minutes April Receipts & Expenditures Report City of Pipestone Contract Action Needed: Approval of Consent Agenda Items 	6-10 11-17 18-25 26-27
7	3:45 p.m.	 Finance Reports—Treasurer Gravley & Finance Director Crowley Treasurer's Report, including bank accounts and investments Action Needed: Approval of Treasurer's Report Administrative Report through April, 2020 Action Needed: Approval of Administrative Report 	28 29
8	3: 50 p.m.	Project Reviews—Staff As of the mailing there is one Project Review for consideration. Action Needed: Accept Project Reviews	30-31
9	3:55 p.m.	 FY2021 Public Hearing Results—Chairman Kuhle Report on the results of the SRDC's FY2021 Public Hearing held prior to today's meeting. Action Needed: Accept results of SRDC FY2021 Public Hearing 	
10		Committee & Staff Reports	
а	4:00 p.m.	 Budget & Personnel Committee Report—Committee Chair Gravley & Staff Review topics discussed by the Committee FY2021 Budget 	32-34

		 Draft SRDC FY2021 Work Program Action Needed: Approve Board of Directors and Committee Recommendations 	35-46
b	4:15 p.m.	Legislative Report—Committee Chair Carney & Staff	
С	4:25 p.m.	Development Report—Staff	47-50
d	4:35 p.m.	Communications Report—Communications Specialist Welu	51-52
е	4:40 p.m.	 Revolving Loan Funds—RLF Committee Chair Byrnes & Economic Development Director Weis Commissioners will be updated on current RLF activities. RLF Plan Action Needed: Approve Committee Recommendations Commissioners will be updated on the Property Assessed Clean Energy (PACE) loan fund program. 	53 54
f	4:50 p.m.	Transportation Report—Committee Chair VanDeVere & Staff	55
g	5:00 p.m.	Executive Director's Report—Executive Director Trusty	
h	5:10 p.m.	Chairman's Report—Chairman Kuhle	
11	5:20 p.m.	Unfinished Business	
12	5:20 p.m.	New Business	
		 COVID-19 Updates from Commissioners Share & discuss updates from across the region, what is working well & current challenges. 	
		 SRDC Annual Meeting The SRDC Annual Meeting will be held on Thursday, July 9th at 4:00 at Take 16 Brewing, Luverne. A brief Full Commission business meeting will begin the Annual Meeting. Cuest Speaker in Karen Friekeen, Vices 	

- will begin the Annual Meeting. Guest Speaker is Karen Ericksen, Vice President of Legal & Social Impact for the Minnesota Vikings.
- The SRDC Award Committee will need to be appointed by the Chairman for Project of the Year.

Action Needed: Chairman makes Awards Committee appointments

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

Action Needed: Chairman makes Nominating Committee appointments

Other Business 13 5:40 p.m.

14 **Announcements**

SRDC Commissioner vacancies exist from the following representation: Lyon County Municipalities, Redwood County Municipalities, Redwood County Townships, and Region 8 School Boards.

- SRDC Office is closed on Monday, May 25th in observation of Memorial Day.
- SRDC Summer Hours: SRDC Office closes at 2:30 p.m. on Fridays, Memorial Day through Labor Day.
- SRDC Board of Directors Meeting: Thursday, June 11th at 3:30 p.m. at the SRDC Office or via Zoom (announcement closer to meeting date).

15 5:45 p.m. Adjournment



SRDC FULL COMMISSION MEETING MEETING MINUTES

CENTER FOR REGIONAL DEVELOPMENT, SLAYTON, MN
MARCH 12, 2020

MEMBERS PRESENT: Chairman Mike Kuhle, Commissioners Rick Anderson, JoEllen Benson, Bob

Byrnes, Bill Crowley, Keith Elbers, Lori Grant, Donna Gravley, Eric Hartman, Eloise Hauschild, Tom Hoff, Dennis Klingbile, Myron Koets, Bruce Kooiman, Paul Langseth, Ann Orren, Richard Peterson, Jenny Quade, Mic VanDeVere, Bob Van Hee, Carol Wagner, Shanda Walker, Dennis Welgraven, and Matt

Widboom

MEMBERS ABSENT: Commissioners Miron Carney, Eriann Faris, Stacie Golombiecki, Daryl

Hanenburg, Terry Quiring, Ron Skjong, Jane Steffen/Nora Murphy, Sherri

Thompson, and Don Wachal

STAFF PRESENT: Rosemary Bruce-White, Dianne Crowley, Jason Walker, and Jessica Welu

CALL TO ORDER

Chairman Mike Kuhle called the meeting to order at 3:30 p.m., followed by the Pledge of Allegiance and introductions.

AGENDA ADDITIONS/APPROVAL

Chairman Kuhle announced two additions to the agenda. Under Transportation Report, the addition of a Resolution. Under Other Issues, the addition of a report from Commissioner Ann Orren.

M/S/P Motion made by Commissioner Hartman and seconded by Commissioner Langseth to

approve the agenda with additions as presented. Upon vote taken: Ayes-23, Nays-0.

Motion Carried.

SRDC BOARD OF DIRECTORS APPOINTMENTS

M/S/P Motion made by Commissioner Anderson and seconded by Commissioner Byrnes to approve the following SRDC Board of Directors reappointments: Keith Elbers as Rock County's representative and Donna Gravley as Cottonwood County's representative, both

for three-year terms to March 2023. Upon vote taken: Ayes-23, Nays-0. Motion Carried.

CONSENT AGENDA

M/S/P Motion made by Commissioner Hartman and seconded by Commissioner Langseth to approve the following consent agenda items: January 9, 2020 Full Commission Minutes,

February 13, 2020 Board of Directors Minutes, and February Receipts & Expenditures

Report. Upon vote taken: Ayes-23, Nays-0. Motion Carried.

FINANCE REPORT

SRDC Treasurer Donna Gravley referred Commissioners to the Treasurer's Report in the handouts, showing bank accounts and fund designations. Information on certificates of deposit and cash flow were provided to Commissioners. The Budget & Personnel Committee plan to meet on April 6th to discuss the SRDC FY2021 Budget and Work Program.

M/S/P Motion made by Commissioner Wagner and seconded by Commissioner Langseth to approve the Treasurer's Report as provided. Upon vote taken: Ayes-24, Nays-0. Motion Carried.

Finance Director Dianne Crowley referred Commissioners to the Administrative Report through the end of February 2020. Crowley highlighted line items.

M/S/P Motion made by Commissioner Peterson and seconded by Commissioner VanDeVere to approve the Administrative Report as provided. Upon vote taken: Ayes-24, Nays-0. Motion Carried.

PROJECT REVIEWS

There were no project reviews for Commissioner consideration.

COMMITTEE AND STAFF REPORTS

A. Development Report

Commissioners were referred to their meeting packet which contained staff summaries/updates. Development Planner Rosemary Bruce-White reported that the next CEDS semi-annual report is due April 30th and noted that Economic Development Director Robin Weis attended EPIC (Exploring Potential Interest and Careers) in St. Cloud. The event is a potential new way to offer career fairs. Cottonwood, Lincoln, Pipestone, and Redwood County All-Hazard Mitigation Plans have been approved by FEMA. Counties now need to go through the plan adoption process. Bruce-White provided an update on Lincoln County Zoning and noted that a proposal was sent to Lower Sioux Community for land use planning. The next Solid Waste Commission meeting is scheduled for March 23rd.

Development Planner Jason Walker reported that the next RMEB meeting is scheduled for March 23rd. Commissioner John Tuma from the Minnesota Public Utilities Commission plans to attend to discuss transmission constraints and issues around prime farmland with solar farms. Commissioners requested questions to be asked of Commissioner Tuma. Walker also reported on the Murray County Energy Dialogue held February 20-22nd. There were 18 participants. Walker and Commissioner Dennis Welgraven presented at the event. Leaders from the Lower Sioux Community have expressed interest in learning more about GreenStep Tribal Nations. Walker will be following up with them.

B. Communications Report

Communications Specialist Jessica Welu referred Commissioners to their meeting packet for the Communications Report. Welu has been in conversations with local businesses and organizations regarding communication assistance. Welu is currently assisting the Friends of the Casey Jones

Trail Association with marketing and outreach efforts. Their first priority is a logo redesign. Welu attended the MADO Communications and Marketing meeting on January 30th in Willmar. MADO Communications staff will be working on MADO marketing strategies and a MADO ADA Accessibility Plan. The next meeting is scheduled for April 30th. Work continues on the SRDC Communications Plan, which will be finalized in June.

C. Revolving Loan Fund

Committee Chair Bob Byrnes referred Commissioners to their meeting packet which summarized recent RLF activities. Funds are currently available in the approximate amount of \$224,000. On-going loan servicing issues continue to be addressed. There is one business in Redwood County that is in discussion with a bankruptcy attorney, and another business in Redwood County that is expecting a purchase offer.

PACE

Finance Director Dianne Crowley referred Commissioners to their meeting packet for an update on the Property Assessed Clean Energy (PACE) Program. Funds are currently available in the approximate amount of \$104,678 (PACE ARRA Funds) and \$326,364 (PACE SEP Funds). A PACE loan closed in the amount of \$15,000 with a Nobles County business property in February. We have now loaned out all of the original ARRA funds and will continue PACE lending with the principal funds repaid to date plus the new funding. RMEB approved in-person outreach funding, allowing up to \$6,000 on outreach efforts in 2020. PACE also received its first payoff request. Payoffs will take place at the county level.

D. Transportation Report

Transportation Committee Chair Mic VanDeVere reported that the SRDC Transportation Committee is scheduled to meet March 31st. Items on the agenda include Corridor Coalition updates, a presentation on the MnDOT District 8 Freight Plan, MnDOT District 7 updates, and a review of the draft ATIP from ATP 7 and 8. The next ATP 7 meeting is scheduled for March 13th. ATP 8 last met March 6th. RTCC met March 4th.

Development Planner Rosemary Bruce-White noted that Economic Development Director Robin Weis has been asked to serve as the regional economic development seat on the RTCC Board. Bruce-White also noted that the Slayton SRTS project was the highest ranking project for TA funding. The next quarterly Transportation Planners Meeting is scheduled in conjunction with the SRTS meetup April 14-15th. Bruce-White attended the Minnesota Transportation Conference March 3-4th. Two main themes from the conference were equity in transportation and funding on the state level for highway systems with increased energy efficient vehicles. Bruce-White also attended the Hwy 60 Corridor Open House in Windom on March 9th.

Development Planner Jason Walker provided an update on District 8 Bicycle Plan outreach. Cities identified to follow-up with are Marshall and Redwood Falls. The city of Ivanhoe is trying to decide where to place a crosswalk on Hwy 19. Walker conducted a walking audit on February 27th and provided a detailed report. The City discussed the report on March 9th. Commissioner Klingbile provided further detail from the city meeting. Walker reported that the SRDC was awarded planning assistance grants for Tyler and Jackson for the 2020/2021 school year. As a result, a Resolution for SRTS Planning Assistance Grants was presented for Full Commission

approval. Once approved, the Resolution will be forwarded to the Minnesota Department of Transportation Safe Routes to School Program.

M/S/P Motion made by Commissioner VanDeVere and seconded by

Commissioner Hartman to adopt the Resolution for the MNDOT SRTS Planning Assistance Grant as presented. Upon vote taken: Ayes-24, Nays-

0. Motion Carried.

E. Executive Director's Report

Chairman Kuhle referred Commissioners to their meeting packets for Executive Director Jay Trusty's written report.

F. Chairman's Report

Chairman Kuhle reported on recent legislative activity. The NADO Washington D.C. Conference scheduled for March 15-18 has been cancelled. On March 11, Chairman Kuhle, Commissioners Byrnes, Carney, Koets and Executive Director Trusty attended the Coalition of Greater Minnesota Cities Day on the Hill. Discussion of legislative priorities and requests followed.

REPORT FROM SRDC COMMISSIONERS REPRESENTING LOCAL UNITS OF GOVERNMENT & PUBLIC INTEREST GROUPS

A. Cottonwood County Commissioners

Commissioner Donna Gravley provided an update on current projects in Cottonwood County, including the Recorders Office being awarded for their work with Real IDs, wind energy work, an upcoming new cell to be added to the landfill, recycling, FEMA refurbishment for parks, and the award of matching grants for rural water in Dutch Charley Park near Storden. Current issues for the county include Covid-19 and the Second Amendment Sanctuary.

B. Nobles County Municipalities

Commissioner Stacie Golombiecki could not attend today's meeting. Chairman Kuhle read Commissioner Golombiecki's written report, which included the City of Bigelow is currently in the middle of updating their rate study analysis and completing a power factor analysis that will provide the information they need to make significant upgrades to their power system and have been partnering with Cooperative Farmer's Elevator on upgrading their facility. Bigelow is also working on a complete refurbishment of the city owned water tower.

C. Lincoln County Townships

Commissioner Eloise Hauschild provided a history of her time on the Lincoln County Township Board. Hauschild's township currently has 55 wind turbines. The township has recently been dealing with issues around clearing snow from township roads. This is the first year that they haven't opened roads with snow blowers, and have contracted snow removal services. It takes 5-6 hours for the contractor to clear roads. Hauschild announced that township election resulted in a write-in, and that Hauschild lost her election and will no longer be a Township Representative.

UNFINISHED BUSINESS

No discussion.

NEW BUSINESS

Timetable for SRDC's FY 2021 Work Program and Budget Preparation

Finance Director Dianne Crowley referred Commissioners to the draft timetable for the SRDC's FY 2021 Budget and Work Plan Process. The SRDC standing committees will be meeting prior to work program completion. The Public Hearing on the SRDC FY 2021 Work Program will be held prior to the May 14th Full Commission meeting. The Budget & Personnel Committee will meet on April 6th at 1 p.m. at the SRDC Office.

M/S/P

Motion made by Commissioner Peterson and seconded by Commissioner Langseth to approve the SRDC Timetable for the FY 2021 Budget and Work Plan Process. Upon vote taken: Ayes-24, Nays-0. Motion Carried.

OTHER ISSUES

Commissioner Ann Orren, representing Health and Human Services, provided a report on Covid-19 prevention efforts, including current testing and infection data in the area and prevention tactics, including washing hands, disinfecting services, staying home if sick, practicing social distancing. The elderly and those with chronic disease are at higher risk. Southwest Health and Human Services (SWHHS) is currently moving from preparation and prevention tactics to mitigations. Orren reminded Commissioners to get and share information from reliable sources such as the CDC and Minnesota Department of Health. Orren provided handouts to Commissioners. SWHHS has been meeting with counties, cities, health care facilities and schools. Discussion followed.

ANNOUNCEMENTS

Chairman Kuhle referred Commissioners to the announcements included on the agenda. SRDC Commissioner vacancies exist from the following representation: Lyon County Municipalities, Redwood County Municipalities, Redwood County Townships and Region 8 School Boards.

ADJOURNMENT

Chairman Kuhle adjourned the meeting at 4:45 p.m.

APPROVAL OF MEETING MINUTES

Meeting Minutes prepared by Jessica Welu, SRDC Communications Specialist.

Reviewed by: Approved by:

Richard Peterson Mike Kuhle SRDC Secretary SRDC Chairman



SRDC BOARD OF DIRECTORS MEETING

MEETING MINUTES

ZOOM MEETING

APRIL 9, 2020

MEMBERS PRESENT: Chairman Mike Kuhle, Commissioners Rick Anderson, Bob Byrnes, Miron

Carney, Keith Elbers, Donna Gravley, Eric Hartman, Myron Koets, Paul Langseth, Richard Peterson, Mic VanDeVere, Bob Van Hee and Dennis

Welgraven

MEMBERS ABSENT: N/A

STAFF PRESENT: Executive Director Jay Trusty, Rosemary Bruce-White, Dianne Crowley, Jason

Walker, Robin Weis, and Jessica Welu

CALL TO ORDER

Chairman Mike Kuhle called the meeting to order at 3:30 p.m., followed by the Pledge of Allegiance and introductions.

AGENDA ADDITIONS/APPROVAL

There were no additions to the agenda.

M/S/P Motion made by Commissioner Langseth and seconded by Commissioner Hartman to

approve the agenda with additions as noted. Vote taken via roll call. Upon vote taken:

Ayes-12, Nays-0. Motion Carried.

CONSENT AGENDA

M/S/P Motion made by Commissioner Byrnes and seconded by Commissioner Langseth to

approve the following consent agenda items: March Receipts & Expenditures Report and City of Slayton Technical Assistance Contract. Vote taken via roll call. Upon vote taken:

Ayes-12, Nays-0. Motion Carried.

FINANCE REPORT

SRDC Treasurer Donna Gravley referred Commissioners to the Treasurer's Report, showing bank accounts and fund designations.

M/S/P Motion made by Commissioner Hartman and seconded by Commissioner Peterson to

approve the Treasurer's Report as provided. Vote taken via roll call. Upon vote taken:

Ayes-12, Nays-0. Motion Carried.

Finance Director Dianne Crowley referred Commissioners to the Administrative Report through the end of March 2020. Crowley highlighted line items.

M/S/P Motion made by Commissioner VanDeVere and seconded by Commissioner Elbers to

approve the Administrative Report as provided. Vote taken via roll call. Upon vote taken:

Ayes-12, Nays-0. Motion Carried.

PROJECT REVIEWS

There were no project reviews for Commissioner consideration.

COMMITTEE AND STAFF REPORTS

A. Budget & Personnel Committee Report

Committee Chair Donna Gravley reported that the Budget & Personnel Committee met on April 6. Committee Chair Gravley reported that Development Planner Rosemary Bruce-White had received a good review for her probationary period and is being recommended to be placed on permanent status as of March 31, 2020.

M/S/P Motion made by Commissioner Byrnes and seconded by Commissioner Langseth to approve Committee recommendation to place Development Planner Rosemary Bruce-White on permanent status. Vote taken via roll call. Upon vote taken: Ayes-12, Nays-0. Motion Carried.

Committee Chair Gravley reported that the Budget & Personnel Committee reviewed the draft budget, recommended salary adjustments, and draft work program for Fiscal Year 2021. Finance Director Dianne Crowley referred Commissioners to the draft budget in their packets and highlighted several line items.

Committee Chair Gravley reported that the Committee discussed salary adjustment options for the new fiscal year. After reviewing the budget and reserve usage and current COVID-19 pandemic, the Committee is recommending a 2.5% COLA increase for all eligible employees, a promotion of Economic Development Director Robin Weis to Deputy Director with a corresponding Grade 9 placement, and a 1% increase to Executive Director Jay Trusty's salary beginning July 1, 2020.

M/S/P Motion made by Commissioner Koets and seconded by Commissioner Langseth to approve Committee recommendations as presented. Vote taken via roll call. Upon vote taken: Ayes-13, Nays-0. Motion Carried.

Committee Chair Gravley reported that the Budget & Personnel Committee is recommending that the Fiscal Year 2021 budget be sent to public hearing and to recommend approval of the budget to the Full Commission following the hearing on May 14th. Questions regarding the collection of property taxes and the effect on the SRDC budget were posed by Commissioners and answers provided by Finance Director Crowley.

M/S/P Motion made by Commissioner Koets and seconded by Commissioner Hartman to approve Committee recommendations as presented. Vote taken via roll call. Upon vote taken: Ayes-13, Nays-0. Motion Carried.

The Budget & Personnel Committee also reviewed the draft Work Program for Fiscal Year 2021. Executive Director Jay Trusty presented the draft Work Program, noting changes, including preparation for the transition of the Finance Director position, hiring, and training replacement as Finance Director Crowley is planning to retire in February 2021. Executive Director Trusty reported that the plan is to advertise the position in May, with anticipated onboarding by

September. Committee Chair Gravley reported that the Committee is recommending approval of the Draft FY2021 Work Program.

M/S/P Motion made by Commissioner Anderson and seconded by Commissioner Welgraven to approve the recommendation of the Committee and request Full Commission approval of SRDC's FY2021 Work Program as presented. Vote taken via roll call. Upon vote taken: Ayes-13, Nays-0. Motion Carried.

B. Legislative Committee Report

Committee Chair Miron Carney provided an update on the Committee member attendance at the Coalition of Greater Minnesota Cities Legislative Day on the Hill on March 11th and the Minnesota Rural Broadband Legislative Day on the Hill on March 12th. Committee Chair Carney then referred Commissioners to their packets for a defederalization of EDA Revolving Loan Funds request from NADO. The Committee is recommending approval to send an SRDC letter of support for the defederalization of EDA Revolving Loan Funds.

M/S/P Motion made by Commissioner Byrnes and seconded by Commissioner Peterson to approve Committee's recommendation for the letter of support as presented. Vote taken via roll call. Upon vote taken: Ayes-13, Nays-0. Motion Carried.

C. Development Report

Commissioners were referred to their meeting packet which contained staff summaries/updates. Economic Development Director Robin Weis reported that the next EDA semi-annual is due April 30th. Weis highlighted the COVID-19 Resource links in the meeting packet, and noted that the Minnesota Initiative Foundations' Emergency Child Care Grant Program met capacity within a few days of the opportunity becoming available, with over 800 applicants and over \$2 million in requests during that time. Weis provided an updated on the EDA 2018 Disaster NOFO and reminded Commissioners that all nine counties within the region are eligible under this NOFO. Weis also provided updates on the EDA University Center and the April 8th Friends in the Field meeting held via Zoom.

Development Planner Rosemary Bruce-White provided an update on Lincoln County Zoning. Bruce-White has begun initial work on the City of Pipestone's Comprehensive Plan update. The Solid Waste Commission cancelled the Commission meeting scheduled for March 23 and instead held an executive committee conference call. The executive committee will meet via conference call on April 27 to determine their options regarding the scheduled June 1st Solid Waste Commission meeting. Bruce-White noted that a topic discussed by the Solid Waste Administrators was the feasibility of operating a demo landfill at a regional or multi-county level.

Development Planner Jason Walker reported that work has begun on the Slayton Senior Housing Project (Operation Prairie Venture). Staff are currently working with the Board on defining Operation Prairie Venture's mission and vision. The next meeting is on April 10th. RMEB cancelled the full meeting scheduled for March 23 and instead held and executive committee conference call. RMEB plans to next meet virtually on June 1st. Commissioner John Tuma from the Minnesota Public Utilities Commission plans to attend the June 1st meeting to discuss

transmission constraints and issues around prime farmland with solar farms. Great Plains Institute also plan to be in attendance. The July 27th RMEB meeting will include a verbal report on the Murray County Energy Dialogue. Walker also provided an update on CERTs efforts.

D. Communications Report

Communications Specialist Jessica Welu provided an update on marketing assistance with the Friends of the Casey Jones Trail Association. The quarterly MADO Communications meeting scheduled for April 30th has been postponed. Welu has been in regular contact with MADO Communications staff and Certified Public Communicator members to share ideas, best practices, pose questions, and discuss crisis communication efforts. Work continues on the Communications Plans, with crisis communication as top priority at this time. The Communications Plan is expected to be finalized in June.

E. Revolving Loan Fund

Committee Chair Bob Byrnes referred Commissioners to their meeting packet which summarized recent RLF activities. Funds are currently available in the approximate amount of \$240,000. The RLF Committee has approved a loan for a Nobles County business which is yet to close. The RLF Committee did approve offering a 3-month principal and interest deferment option to all RLF clients for their April 1, May 1, and June 1 ACH payments, with interest continuing to accrue during the deferment time. Twenty-five of the 36 current RLF clients opted for the 3-month deferment. One additional RLF client requested a 2-month deferment beginning May 1. The RLF Committee also met to take action on another loan, approving a new loan for a Redwood County business, which is the purchase of a current RLF client business.

Economic Development Director Robin Weis noted that she has encouraged all RLF clients that payments can still be made during the deferment time if they find they have funds available. Weis also informed Commissioners to expect proposed updates to the RLF plan for Commission consideration at the May Full Commission meeting. The Federal Reserve Bank of Minneapolis is attempting to gauge economic effects on businesses as a result of COVID-19. They've asked RDCs to assist in getting surveys to businesses bi-weekly. The results are shared with RDCs. The survey results will help the Federal Reserve System shape monetary policy designed to help businesses weather economic shock.

PACE

Economic Development Director Robin Weis referred Commissioners to their meeting packet for an update on the Property Assessed Clean Energy (PACE) Program. Funds are currently available in the approximate amount of \$104,678 (PACE ARRA Funds) and \$326,775 (PACE SEP Funds). All of the original ARRA loan funds have now been utilized one time. Weis encouraged the utilization of the free energy assessments available through RETAP.

F. Transportation Report

Development Planner Rosemary Bruce-White reported that the Transportation Committee cancelled the meeting scheduled for March 31st. Transportation Committee members were provided the opportunity to comment on the Transportation Work Program. Bruce-White provided an update on ATP 7 and 8. A June 12th ATP 7 meeting is scheduled. Bruce-White met with MnDOT to discuss the work program. Bruce-White encouraged Commissioners to take note

of increased walking/bicycling use on roads in the region as a result of COVID-19, which could be good opportunities for future transportation alternative funding.

Executive Director Jay Trusty reported that the RTCC planning has been delayed as a result of COVID-19. The April meeting was postponed and is now scheduled for next week. Trusty expects to meet with the UCAP Board in May or June to discuss the best way to form the RTCC under the UCAP Board.

Development Planner Jason Walker is working with SHIP and BikeMN to research adaptive bicycles to add to existing bike programs in Marshall, Windom, and possibly other cities. Questions followed. Walker highlighted other SHIP and Active Living activities. SRTS work is expected to begin in July. Walker is scheduled to present the Ivanhoe SRTS Walking Audit at the April 13 Ivanhoe City Council meeting.

G. Executive Director's Report

Executive Director Jay Trusty provided an update SRDC's transition to remote work as a result of COVID-19. Staff have been working remotely since March 16th. Planners meet remotely via Zoom every Monday morning and all staff meet remotely via Zoom every Thursday morning. SRDC is also making use of Microsoft Teams to collaborate on work. MADO Executive Directors are meeting remotely every Tuesday morning to provide updates and address concerns and best practices. Trusty also provided an update on EDA funding, Friends in the Field, and DEED funding. Trusty will have a meeting on Monday with the University of Minnesota and RSDP to discuss partnering on a solar siding project.

H. Chairman's Report

Chairman Mike Kuhle expressed sentiments over COVID-19. This is an unprecedented time for the country and the state, and there is, for many, fear of the unknown. Kuhle shared work being done in regards to COVID-19 in Worthington and opened the floor for discussion of Agenda item 9: COVID-19 updates from Commissioners.

UNFINISHED BUSINESS

No discussion.

NEW BUSINESS

The floor was opened for discussion for Commissioners to provide updates on COVID-19 work in their communities.

Commissioner Eric Hartman provided a report from Region 8 School Boards. 120 electronic devices have been lent out to students in Hartman's school district, 270 students are receiving meals, and 49 students are in day care services. The school district is in its second year of a \$31 million dollar remodel. The school has been able to take advantage of not having students in classrooms and has been able to shift construction to interior demolition. In his work with Rock County, county offices are closed to the public, but there remains continuity of services with this new condition. A tremendous effort has been put into providing resources and information.

Commissioner Bob Byrnes reported on efforts in the City of Marshall. Byrnes echoed Chairman Kuhle's concern for the unknown. Marshall city offices remain open with flexible work arrangements. The City is researching adjustments to its HR policies and tax collection concerns. The City is conducting zoom meetings hosted at the Emergency Operations Center and has created 7 videos to address the City's response to COVID-19. The videos have been well received. City officials are assisting with surge preparations of hospital beds. The hospital has 271 beds functional.

Commissioner Donna Gravley reported on efforts in Cottonwood County. County offices are closed to the public and most employees are working from home. Property tax collection is a current discussion. The biggest concern is the struggle for businesses.

Commissioner Myron Koets reported on efforts in the City of Pipestone. The Public Works Department has switched to split shifts to maintain the continuity of services and lower the risk of virus spread. Koets expressed concern over 1-person shops and small businesses. Koets noted that the Smithfield plant in Sioux Falls had over 120 workers test positive for COVID-19. The City has been working with JBS on health and safety measures. Chairman Kuhle also commented on the City of Worthington's work with JBS and businesses stepping up their sanitation efforts.

Commissioner Paul Langseth noted that the payroll protection funding should be starting early next week. SBA EIDL Program funding is not projected to show up until possibly next week.

Commissioner Bob Van Hee reported on efforts in Redwood County. The county has one confirmed case of COVID-19. Around 5 restaurants have closed; others are providing take out service, but are experiencing hard times. Daktronics is currently closed. Municipal offices are closed to the public. The county has had two emergency meetings. The hospital currently has 24 beds available. License Center employees were reassigned to the Highway Department to assist with services.

Commissioner Keith Elbers reported on efforts in the City of Hills. South Dakota's COVID-19 responses and the proximity to Sioux Falls are big concerns. At this time there have been no confirmed cases within the county. Parks are closed in the City and most businesses are closed.

Executive Director Trusty presented the COVID-19 Leave Policy to the Board, noting that this would be a temporary policy. The Budget and Personnel Committee did review the policy at their April 6th meeting. Committee Chair Gravley noted that the Committee thought it was a good plan under current circumstances.

M/S/P Motion made by Commissioner Gravley and seconded by Commissioner Langseth to approve the COVID-19 Leave Policy as presented. Vote taken via roll call. Upon vote taken: Ayes-13, Nays-0. Motion Carried.

OTHER ISSUES

The SRDC Annual Meeting is scheduled for Thursday, July 9th at Take 16 Brewing in Luverne. The Awards Committee and the Nominating Committee for election of officers will be appointed at the May 14th Full Commission Meeting.

ANNOUNCEMENTS

Chairman Mike Kuhle referred Commissioners to the announcements included on the agenda.

SRDC Commissioner vacancies exist from the following representation: Lyon County Municipalities, Redwood County Municipalities, Redwood County Townships and Region 8 School Boards.

ADJOURNMENT

Chairman Kuhle adjourned the meeting at 5:17 p.m.

APPROVAL OF MEETING MINUTES

Meeting Minutes prepared by Jessica Welu, SRDC Communications Specialist.

Reviewed by: Approved by:

Richard Peterson Mike Kuhle SRDC Secretary SRDC Chairman

Southwest Regional Development Commission Cash Receipts Report - By Month

April, 2020

Туре	Description		Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amoun
Received EFT	RLF Loan Payments		2795	186	4/1/2020		CR	RLF Loan Borrowers	\$8,452.3
Accoun		Project ID		Accou	int Description	Project Desci	ription	Debit Amount	Credit Amount
2399-91		381-00-00-00	0		learing	EDA RLF Over			\$8,452.32
Check	Rhonda Wynia: Cop Made/Sales Tax	ies	2779	957	4/6/2020		CR	Rhonda Wynia	\$17.1
Accoun		Project ID		Accou	int Description	Project Desci	ription	Debit Amount	Credit Amount
8949-00		994-00-16-00	n		Fm non SRDC	CC-Copy/Print			\$16.00
2312-00		000-00-00-0			ax Payable	Default			\$1.10
Check	Murray County: PIL Payment (Taxes) 201		2780	957	4/6/2020		CR	Murray County	\$11.4
Accoun	nt ID	Project ID		Accou	ınt Description	Project Desc	ription	Debit Amount	Credit Amount
4111-00	1	000-00-00-2	0	Tax Re	evenue	Unrestricted FY	720		\$11.46
Check	St Louis County: GM Parks/Trails (Feb 202		2781	957	4/6/2020		CR	St Louis County	\$22.5
Accour	nt ID	Project ID		Accou	ınt Description	Project Desc	ription	Debit Amount	Credit Amount
1341-00	1	000-00-00-0	0	Due Fr	om Gov't/Agency	Default			\$22.50
Check	ACE of SW MN: Postage/Copies - Ma	r	2774	956	4/13/2020	41	CR	ACE of SW Minnesota	\$239.5
Accour	nt ID	Project ID		Accou	ınt Description	Project Desc	ription	Debit Amount	Credit Amount
1332-00	1	000-00-00-0	0	Accts I	Receivable-A.C.E.	Default			\$239.58
Check	Friends of the Casey Trail: Contract Feb/l		2775	956	4/13/2020		CR	Friends of the Casey Jones Tr	ra \$480.0
Accour	nt ID	Project ID		Accou	unt Description	Project Desc	ription	Debit Amount	Credit Amount
1341-00	1	000-00-00-0	0	Due Fr	om Gov't/Agency	Default			\$480.00
Check	SWMHP: Financial/Secretarial	Contract	2776	956	4/13/2020		CR	SWMHP	\$1,184.7
Accour	nt ID	Project ID		Accou	unt Description	Project Desc	ription	Debit Amount	Credit Amount
1341-00	1	000-00-00-0	0		rom Gov't/Agency	Default			\$1,184.75
Check	SWMHP: March Me Costs	onthly	2777	956	4/13/2020		CR	SWMHP	\$3,429.0
Accour	nt ID	Project ID		Accou	unt Description	Project Desc	ription	Debit Amount	Credit Amount
1335-05	51	000-00-00-0	0	Accts	Receivable-SWMH	P Default			\$3,429.04
1495-05	1	000-00-00-0	0	Due To	o/Due From	Default		\$3,429.04	
Check	SWMHP: Lease Pay April 2020	ment -	2778	956	4/13/2020		CR	SWMHP	\$2,749.9
Accour	nt ID	Project ID		Acco	unt Description	Project Desc	ription	Debit Amount	Credit Amount
7314-00)1	994-00-22-0	0	Interes	t Paid	CC-Space			\$240.40
9212-00		000-00-00-2			Payment	Unrestricted F	Y20		\$465.39
2621-02		000-00-00-0		5	tion-Capital Lease	Default			\$465.39
1497-02 7314-00		000-00-00-0			o Be Provided-Orig				(\$465.39) \$544.85
9212-00		994-00-22-0		Interes		CC-Space Unrestricted F	V20		\$1,499.34
2621-02		000-00-00-2			Payment tion-Capital Lease	Default	1 40		\$1,499.34
1498-02		000-00-00-0		15-15-11-11-11-11-11-11-11-11-11-11-11-1	o Be Provided-Bldg				(\$1,499.34)
1496-02		000-00-00-0			o/Due From	Default		\$465,39	(41,722.27)
1495-02		000-00-00-0			o/Due From	Default		(\$465.39)	
						18			

Southwest Regional Development Commission Cash Receipts Report - By Month

April, 2020

Туре	Description		Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amoun
1495-022	-	000-00-00-			Due From	Default		\$1,499.34	
1495-022	2	000-00-00-			Due From	Default		(\$1,499.34)	
Check	University of MN:	CERTS #3	2773	955	4/16/2020		CR	University of Minnesota	\$2,141.2
Accoun	t ID	Project ID		Accoun	nt Description	Project Descrip	tion	Debit Amount	Credit Amount
4722-205		211-00-12-			ommerce Revenue.	CERT 20-21	Adoll	Debit Amount	\$2,141.21
1495-205		211-00-12-		-	Due From	CERT 20-21		\$2,141.21	\$2,141.21
Check	Barnes Properties: Origination Fee	RLF	2782	958	4/17/2020		CR	Barnes Properties (Estebo, Fr	\$375.0
Accoun	t ID	Project ID		Accou	nt Description	Project Descrip	otion	Debit Amount	Credit Amount
4321-911		381-00-70-	20	Loan Or	rigination Fee	EDA-RLF Adm F	Y20		\$375.00
1495-911		381-00-70-	20	Due To/	Due From	EDA-RLF Adm F	FY20	\$375.00	
Check	Freedom Bar/Grill Payoff (2)	: RLF Loan	2783	184	4/17/2020		CR	Freedom Bar/Grill (Estebo, Fr	\$24,981.2
Accoun	t ID	Project ID		Accour	nt Description	Project Descrip	otion	Debit Amount	Credit Amount
2399-911		381-00-00-	00	Loan Cl	earing	EDA RLF Overal	1		\$24,981.27
Check	Freedom Bar/Grill	: UCC Fee	2784	184	4/17/2020		CR	Freedom Bar/Grill (Estebo, Fr	\$20.0
Accoun	t ID	Project ID		Accour	nt Description	Project Description		Debit Amount	Credit Amount
2314-911	2314-911 381-00-00		00	Prepaid	Receipts	EDA RLF Overal	1		\$20.00
Check	Barnes Properties: Fees	RLF Legal	2785	185	4/17/2020		CR	Barnes Properties (Estebo, Fr	\$750.00
Account	t ID	Project ID		Accoun	nt Description	Project Descrip	tion	Debit Amount	Credit Amount
2314-911		381-00-00-	00	Prepaid	Receipts	EDA RLF Overal	1		\$750.00
Received EFT	U.S. Treasury: ED	A Funds	2789	49	4/17/2020		CR	U.S. Treasury	\$3,905.00
Account	t ID	Project ID		Accour	nt Description	Project Descrip	tion	Debit Amount	Credit Amount
4811-111		311-00-00-	20	EDA Re		EDA FY20			\$3,905.00
1495-111	l	311-00-00-	20	Due To/	Due From	EDA FY20		\$3,905.00	***********
Check	Annette Fiedler: H	-	2771	954	4/20/2020		CR	Annette Fiedler	\$804.33
Account	t ID	Project ID		Accour	nt Description	Project Descrip	tion	Debit Amount	Credit Amount
1331-001		000-00-00-	00	Account	ts Receivable	Default			\$804.33
Check	SWHHS: Contract	t/March	2772	954	4/20/2020		CR	SWHHS	\$943.05
Account	t ID	Project ID		Accour	nt Description	Project Descrip	tion	Debit Amount	Credit Amount
1341-001		000-00-00-	00	Due Fro	m Gov't/Agency	Default			\$943.05
Received EFT	MN Dept of Transp Planning Funds	portation:	2786	959	4/22/2020		CR	MN Dept of Transportation	\$30,000.00
Account	t ID	Project ID		Accour	nt Description	Project Descrip	tion	Debit Amount	Credit Amount
4711-211		111-00-31-	20	MnDOT	Revenue	MnDOT 20 Reg'l	Plan		\$30,000.00
1495-211		111-00-31-	20	Due To/	Due From	MnDOT 20 Reg'l	Plan	\$30,000.00	
Check	Lincoln County: C	Comp Plan	2769	953	4/27/2020		CR	Lincoln County	\$360.00
	Contract								
Account		Project ID		Accour	nt Description	Project Descrip	tion	Debit Amount	Credit Amount

Southwest Regional Development Commission Cash Receipts Report - By Month

April, 2020

Туре		Description		Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amou
Check		United Community A RTCC Contract (Mar		2770	953	4/29/2020		CR	United Community Action	\$1,650
	Account I	D	Project ID		Accou	ınt Description	Project Descrip	tion	Debit Amount	Credit Amount
	1341-001		000-00-00-0	00	Due Fr	om Gov't/Agency	Default			\$1,650.00
Other		Jackson Federal Savings/Loan: RLF Income	Interest	2787	70	4/30/2020		CR	Jackson Federal Savings/Loan	\$10
	Account I	D	Project ID		Accou	ınt Description	Project Descrip	tion	Debit Amount	Credit Amount
	4651-911		381-00-70-2	0	Interes	t Revenue	EDA-RLF Adm F	Y20		\$10.31
Other		Jackson Federal Savings/Loan: Interest Income	est	2788	72	4/30/2020		CR	Jackson Federal Savings/Loan	\$51
	Account I	D	Project ID		Accou	int Description	Project Descrip	tion	Debit Amount	Credit Amount
	4651-001		000-00-00-2	0	Interes	t Revenue	Unrestricted FY20)		\$51.34
Other		United Prairie Bank: Income	Interest	2790	71	4/30/2020		CR	United Prairie Bank/Jackson	\$13
	Account I	D	Project ID		Accou	ınt Description	Project Descrip	tion	Debit Amount	Credit Amount
	4651-001		000-00-00-2	0	Interes	t Revenue	Unrestricted FY20)		\$13.23
Other		First Independent Ba Interest Income	nk:	2791	69	4/30/2020		CR	First Independent Bank	\$8.
	Account I	D	Project ID		Accou	ınt Description	Project Descrip	tion	Debit Amount	Credit Amount
	4651-001		000-00-00-2	0	Interes	t Revenue	Unrestricted FY20)		\$8.26
Other		Currie State Bank: R Interst Income	LF	2792	69	4/30/2020		CR	Currie State Bank	\$0.
	Account I	D	Project ID		Accou	int Description	Project Descrip	tion	Debit Amount	Credit Amount
	4651-911		381-00-70-2	0	Interest	Revenue	EDA-RLF Adm F	Y20		\$0.42
Other		Falcon Development Income	- Interest	2793	24	4/30/2020		CR	Minnwest: Falcon Developme	\$1.
	Account I	D	Project ID		Accou	nt Description	Project Descript	tion	Debit Amount	Credit Amount
	4651-640		740-97-00-2	0	Interest	Revenue	Falcon Developme	ent Corp-	2	\$1.64
Other		Minnwest (PACE/SE Interest Income	P):	2794	9	4/30/2020		CR	Minnwest (PACE/SEP)	\$40.
	Account I	D	Project ID		Accou	nt Description	Project Descript	tion	Debit Amount	Credit Amount
	4651-124		222-84-10-0	0	Interest	Revenue	PACE RLF Pgm-F	Property A		\$40.29

Grand Total:

\$82,642.08

Darren Veldhuisen

Southwest Regional Development Commission Expenditure Report - Board

April 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
AFLAC						
AFLAC	4/6/2020	AFLAC - 04/08/20		2161-001	Accident Insurance	\$58.52
	023313	Invoice	Paid	2162-001	Cancer Insurance	\$24.00
				2163-001	Dental Insurance	\$39.28
				2171-001	Disability Ins-After Tax	\$65.25
	4/20/2020	AFLAC - 04/22/20		2161-001	Accident Insurance	\$58.52
	280724	Invoice	Paid	2162-001	Cancer Insurance	\$24.00
				2163-001	Dental Insurance	\$39.28
				2171-001	Disability Ins-After Tax	\$65.25
					Totals for AFLAC.	\$374.10
Barnes Enterprises LLC						
Barnes Enterprises LLC	4/17/2020	RLF Loan Disbursement		8950-911	Loan Disbursements	\$25,000.00
	04/17/2020	Invoice	Paid			
					Totals for Barnes Enterprises LLC	\$25,000.00
Cardmember Services						
Cardmember Services	4/27/2020	Visa: 03/14/20 - 04/14/20		6116-001	Hotel	\$319.38
	04/27/2020	Invoice	Paid	6111-001	Staff Travel	\$20.00
				8999-001	Miscellaneous	\$160.21
				7261-001	Postal Supplies/Maintenance	\$8.99
				7211-051	Postage	\$9.00
				6115-001	Registration	(\$495.00)
					Totals for Cardmember Services	\$22.58
City of Slayton						
City of Slayton	4/6/2020	Sewer/Water: 02/18/20 - 03		7343-001	Water	\$22.74
XX-XXX5544	04/06/2020	Invoice	Paid	7343-051	Water	\$34.12
					Totals for City of Slayton.	\$56.86
Culligan Water Conditioning						
Culligan Water Conditioning	4/13/2020	Water/Salt - Mar 2020		7364-051	Water/Culligan	\$20.62
	04/13/2020	Invoice	Paid	7364-001	Water/Culligan	\$53.74
			21		Totals for Culligan Water Conditioning	\$74.36

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April 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Darren Veldhuisen	4/6/2020	Snow Removal - Mar 2020		7363-051	Snow Removal	\$72.00
XXX-XX-9499	04/06/2020	Invoice	Paid	7363-001	Snow Removal	\$48.00
					Totals for Darren Veldhuisen	\$120.00
Donna Gravley						
Donna Gravley	4/28/2020	Commissioner Exp: 04/06/		7111-001	Committee PerDiem	\$100.00
XXX-XX-0836	04/28/2020	Invoice	Paid			
					Totals for Donna Gravley	\$100.00
Eric A. Hartmann						
Eric A. Hartmann	4/28/2020	Commissioner Exp: 04/09/		7111-001	Committee PerDiem	\$50.00
XXX-XX-8989	04/28/2020	Invoice	Paid			
	4/28/2020	Commissioner Exp: 03/20/		7111-911	Committee PerDiem	\$100.00
XXX-XX-8989	04/28/2020	Invoice	Paid			
					Totals for Eric A. Hartmann	\$150.00
Fleet Services Division						
Fleet Services Division	4/20/2020	Mar 2020 - Lease Payment/Sa		6211-001	Lease	\$355.17
	2020090034	Invoice	Paid			
					Totals for Fleet Services Division	\$355.17
Frontier Communications						
Frontier Communications	4/6/2020	Mthly Maint. Contract (03/25		7421-051	Telephone	\$67.59
	04/06/2020	Invoice	Paid	7421-001	Telephone	\$36.39
	4/6/2020	Tech Service (03/25/20 - 04/		7421-051	Telephone	\$100.00
	04/06/2020	Invoice	Paid			
	4/20/2020	Telephone: 04/04/20 - 05/03		7421-051	Telephone	\$505.68
	04/20/2020	Invoice	Paid	7421-001	Telephone	\$271.75
				1332-001	Accts Receivable-A.C.E.	\$0.54
				7421-001	Telephone	\$0.02
					Totals for Frontier Communications	\$981.97

Grants Management Systems

April 2020

Vendor Name	Transaction Date	Description				
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount
Grants Management Systems	4/13/2020	Services: Mar 2020		7921-911	SoftwMaint/Purch	\$173.00
	70032020	Invoice	Paid			
					Totals for Grants Management Systems	\$173.00
Jason Nielsen						
Jason Nielsen	4/20/2020	RLF Contracted Services: 03		8112-911	Ctr Service	\$100.00
	04/20/2020	Invoice	Paid			
					Totals for Jason Nielsen.	\$100.00
Miron Vic Carney						
Miron Vic Carney	4/28/2020	Commissioner Exp: 01/01/		7111-001	Committee PerDiem	\$183.33
XXX-XX-0879	04/28/2020	Invoice	Paid	7111-911	Committee PerDiem	\$100.00
				7111-001	Committee PerDiem	\$116.67
				7121-001	Committee Exp	\$163.68
					Totals for Miron Vic Carney	\$563.68
NCPERS Group Life Ins.						
NCPERS Group Life Ins.	4/20/2020	Pera Life - Apr 2020 Deductio		2174-001	PERA-Life Insurance Payable	\$48.00
	04/20/2020	Invoice	Paid			
					Totals for NCPERS Group Life Ins.	\$48.00
Northwest Gas						
Northwest Gas	4/6/2020	Fuel: 02/15/20 - 03/14/20		7342-001	Fuel	\$109.22
	04/06/2020	Invoice	Paid	7342-051	Fuel	\$157.17
					Totals for Northwest Gas	\$266.39
Pipestone Publishing Co. Inc.						
Pipestone Publishing Co. Inc.	4/13/2020	Annual Subscription Renewal		7511-001	Print/Publ	\$55.00
	04/13/2020	Invoice	Paid			
					Totals for Pipestone Publishing Co. Inc.	\$55.00
Richard Anderson						
Richard Anderson	4/28/2020	Commissioner Exp: 04/09/		7111-001	Committee PerDiem	\$50.00
XXX-XX-2373	04/28/2020	Invoice	Paid			
					Totals for Richard Anderson	\$50.00

April 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Robert H. Van Hee	4/20/2020					
Robert H. Van Hee	4/28/2020	Commissioner Exp: 03/12/		7111-001	Committee PerDiem	\$100.00
XXX-XX-6773	04/28/2020	Invoice	Paid	7121-001	Committee Exp	\$92.00
					Totals for Robert H. Van Hee	\$192.00
Rock County Star Herald						
Rock County Star Herald	4/27/2020	Annual Subscription Renewal		7511-001	Print/Publ	\$91.00
	04/27/2020	Invoice	Paid			
					Totals for Rock County Star Herald	\$91.00
Schaap Sanitation						
Schaap Sanitation	4/13/2020	Sanitation: 04/1/20 - 04/30/2		7362-001	Sanitation Service	\$28.04
	1824586	Invoice	Paid	7362-051	Sanitation Service	\$42.07
					Totals for Schaap Sanitation	\$70.11
Slayton EDA						
Slayton EDA	4/6/2020	Lease Payment - Apr 2020		1497-021	Amt To Be Provided-Orig Bldg	(\$912.52)
	04/06/2020	Invoice	Paid	1498-022	Amt To Be Provided-Bldg Addn	(\$2,541.26)
				9212-001	Lease Payment	\$912.52
				9212-001	Lease Payment	\$2,541.26
				2621-021	Obligation-Capital Lease	\$912.52
				2621-022	Obligation-Capital Lease	\$2,541.26
				7314-001	Interest Paid	\$471.38
				7314-001	Interest Paid	\$923.47
				4651-001	Interest Revenue	(\$94.52)
					Totals for Slayton EDA	\$4,754.11
Southwest Adult Basic Education	1					
Southwest Adult Basic Education	4/6/2020	Cultures on the Prairie 2020		8112-794	Ctr Service	\$750.00
	04/06/2020	Invoice	Paid			
					Totals for Southwest Adult Basic Education	\$750.00
The Computer Man, Inc.						
The Computer Man, Inc.	4/27/2020	Adobe Design Software (Jes		7921-001	SoftwMaint/Purch	\$1,367.76
	283845	Invoice	Paid			

April 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Descrip	tion	Amount
					Totals	for The Computer Man, Inc.	\$1,367.76
Vast Broadband							ψ1,207.7°C
Vast Broadband	4/27/2020	Services: 04/24/20 - 05/23/2		7425-001	Internet		\$60.00
	04/27/2020	Invoice	Paid	7421-051	Telephone		\$1.95
				7425-051	Internet		\$60.00
						Totals for Vast Broadband	\$121.95
Verizon Wireless							
Verizon Wireless	4/20/2020	Tablets: 03/02/20 - 04/01/20		7422-001	Cellphone		\$80.40
	04/20/2020	Invoice	Paid				
						Totals for Verizon Wireless	\$80.40
XCEL Energy							
XCEL Energy	4/20/2020	Electricity: 03/07/20 - 04/04/		7341-051	Electricity		\$264.93
	04/20/2020	Invoice	Paid	7341-001	Electricity		\$184.11
						Totals for XCEL Energy	\$449.04

TECHNICAL ASSISTANCE CONTRACT BETWEEN THE

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION AND THE CITY OF PIPESTONE, MINNESOTA

This Agreement is entered into by and between the Southwest Regional Development Commission, hereinafter referred to as the "Commission", and the City of Pipestone, Minnesota, herein referred to as the "City".

I. Contract Agreement

A. The work program shall include:

1. The Commission will provide up to 60 hours of technical assistance to manage a technical update of the Pipestone Comprehensive Plan, including writing the update to the Plan.

2. The City will coordinate the project with the City Planning Commission, publish necessary legal notice of meetings, and provide such information as is

necessary to complete the project in a timely manner.

В. The work elements specified in this contract shall be completed between 1 April 2020 and 31 March 2021, unless the contract period is extended by mutual agreement between the parties of this contract.

II. Financial Participation

- The Commission shall make available a planner of competent training and Α. experience to accomplish the assigned tasks and project. Professional services are provided at \$90 an hour. These hourly rates include normal support costs. Other charges directly reimbursable to the Commission by the City include printing and mileage at the SRDC's established rate of reimbursement.
- The total contract cost for the project will not exceed \$6,500 including expenses. В.

III. Payment for Services Performed

Payment of funds to the Commission by the City for services performed shall be made following submission by the Commission of a monthly invoice requesting funds for costs incurred. The invoice shall be submitted to:

City of Pipestone City Administrator 119 – 2nd Ave. SW Pipestone, MN 56164

IV. Records and Documentation

Α. Accounting. The Commission shall be responsible for keeping records which fully disclose the amount and disposition of funds and the total cost of the programs or projects for which the funds are provided.

- B. Audit and Inspection. The City may request certification by the Commission's Executive Director that program funds were expended in accordance with this contract and budget accompanied by a statement showing program expenditures in detail. Accounts and records related to the funds provided under this contract shall be accessible to authorized representatives of the City for the purposes of examination and audit.
- C. Reports. The Commission shall provide regular progress reports to the City according to the schedule established in the Work Program.

V. Miscellaneous

- A. The City shall review all reports for compliance with its guidelines and requirements.
- B. The contract shall be subject to all pertinent state statutes and regulations.
- C. The contract shall be subject to modification at any time provided there is mutual agreement between the Commission and the City on the nature of modification.
- D. Any portion of this contract deemed invalid by a court of competent jurisdiction shall be held severable and shall not affect the remaining portions.

IN WITNESS, THEREOF, THE Commission has caused this contract to be duly executed on its behalf and the City has caused the same to be duly executed on its behalf.

CITY OF PIPESTONE	SOUTHWEST REGIONAL DEVELOPMENT COMMISSION
Authorized Official	Authorized Official
Attested By	Attested By
Date: 4-21-2020	Date:

TREASURER'S REPORT MONTH END April, 2020 - Bank Accounts as of 5/8/2020

Bank Account Information

APY Interest Rate 2.30%

INVESTMENTS -General Fund			
Bank	Amount at 4/30/2020	Due Date	lr
United Prairie Bank - Jackson	156,493.78	08/06/20	
Currie State Bank-Currie	107,673.60	09/02/20	
First Independent Bank-Russell	101,048.85	02/05/21	
TOTAL	\$ 365,216.23	1	
NOTE: The security deposit for the office building in the amount of \$5	0 000 is at the Slavton	City Clerk's office at an	
investment rate of 2.30% on Oct.1, 2019. We currently have extra se		-	
United Prairie Bank-Jackson to allow deposits above FDIC limits.	,	,	
ACCOUNTS-Dedicated and Undedicated Funds Program Accoun	ts		
Minnwest Bank South-Slayton	Checking	\$ 3,000.00	
Minnwest Bank South-Slayton	Savings	161,048.59	
Minnwest Bank South-Slayton	Savings-F & H	18,858.12	
First Independent Bank-Russell	Savings	40,217.13	
United Prairie Bank-Jackson	Savings	160,921.76	
Jackson Federal S&L-Jackson	Savings	157,526.00	
	TOTAL ACCOUNTS	\$ 578,260.03	
	OTAL INVESTMENTS	365,216.23	
Approximate Designated Funds-Projects Murray Co. Early Childhood Coalition McKnight Succession Regional Cultural Diversity Coalition Committed to: Acquisition of Capital Assets-Equipment Committed to: Acquisition of Capital Assets-Building Committed to: Unemployment Claims Committed to: Employee Retirement Transition Compensated Absences Payable Subtotal Dedicated Funds in bank accounts SubtotalCashflow amount Less: Estimated Nongrant Payables due after 5/8/2020 Funds for cashflow purposes-matching shares, committee meetings, Director and staff nongrant/contract work, upfront work prior to grant reimbursement	\$ (1,959.59) (23,032.94) (1,904.27) (87,930.40) (250,062.91) (56,391.00) (33,479.87) (55,200.24)	(478,738.31) \$ 464,738 (11,655) \$ 454,447	
SPECIAL REVENUE ACCOUNTS-NonAdministrative EDA Planning Funds EDA Revolving Loan Funds-(business loans only) Currie State Bank RLF Savings-(business loans only) Jackson Federal Savings and Loan-RLF Savings-(business loans only) PACE Funds-(loans only) PACE Funds-SEP-(loans only) (Possible Admin.Considerations) PACE Funds-(Electric Companies-funds to pay off loans & admin) PACE (County Funds used to pay down on REED loan) \$88,704	\$ 50 219,157 2,565 (y) 31,643 105,678 326,815 28,477	Total EDA RLF 253,365 ST PACE Loan Funds 432,493 Total PACE 460,970	

TOTAL SPECIAL FUNDS \$

714,385

Southwest Regional Development Commission

Fiscal Year 2020

Postage								YTD Compariso	n % of Budget	83.33	
Taxes		Budget	•		•	April	Pending		Over	Overall	Explanation/Comments
Centract for Services 12,05 33,644.60 60,951.17 30,966.53 11,653.78 2,611.27 30,743.35 42,361.65 76,778 lased on activity earned to date	Revenues										
MinDOT	Taxes	384,000	1,599.12	164,558.09	8,941.39	11.46	144,889.94	320,000.00	64,000.00	83.3%	Taxes generally received in December and June -Prorated in pending.
Economic Development Adm 70,000 17,500.00 25,895.00 22,700.00 3,905.00 70,000.00 0.00 100.0% Based on activity earmed to date less one-time activity	Contract for Services	182,105	33,644.60	60,951.17	30,966.53	11,563.78	2,617.27	139,743.35	42,361.65	76.7%	Based on activity earned to date.
CERTS 39,432 4,755.50 S17.78 19,992.96 2,141.21 4,34.045 31,647.90 7,784.10 80.3% Based on activity earned to date for all CERTs-related projects	MnDOT	75,000	37,500.00	0.00	0.00		-395.01	67,104.99	7,895.01	89.5%	Based on activity earned to date
McKinght Funds 55,645 40,139.68 0.00 50,000.00 0.00 24,032.94 69,106.74 134,617.4 124.2% fased on activity earned to date per estimated reporting with match prorated. PAGE loan originitrings at Miscellaneous 12,035 3,134.40 1,786.51 5,782.07 178.08 792.55 11,655.69 379.31 98.6% which er oeighs estimated above expenses 11,000 12,000 1	Economic Development Adm	70,000	17,500.00			3,905.00		70,000.00	0.00	100.0%	Based on activity earned to date less one-time activity
PACE loan origint/mise 33,467 433.80 47,257.49 285.30 0.00 17,976.59 15,490.41 53.7% Bank interest plus PACE assessments received Nov/Dec	CERTS	39,432	4,755.50	817.78	19,592.96	2,141.21	4,340.45	31,647.90	7,784.10	80.3%	Based on activity earned to date for all CERTs-related projects
Interest & Miscellaneous 12,035 3,134.48 1,788.51 5,762.07 178.08 792.55 11,655.69 379.31 96.8% whiche receipts estimate above expenses	McKnight Funds	55,645	40,139.68	0.00	50,000.00	0.00	-21,032.94	69,106.74	-13,461.74	124.2%	Based on activity earned to date per estimated reporting with match prorated.
Total Revenues 851,684 138,707.18 271,268.04 138,248.25 47,799.53 131,212.26 727,235.26 124,448.74 85.4% 300.000 Expenditures 29,100 5,978.96 6,239.92 4,646.98 1,077.82 380.00 18,293.68 10,806.32 62.9% Committee estimated outstanding Salaries & Fringe 733,240 175,351.50 217,226.39 163,945.98 57,073.13 17,335.96 630,932.96 102,307.04 86.0% Payroli- Add 9 days not paid till May 1st 7-10 employees 1st half, now 9. Travel 48,933 21,198.24 8,199.56 7,554.19 367.31 37,319.30 11,1613.70 76.3% Travel reduction do to stay-al-home Office Space Costs/Bldg Updates 36,503 9,058.73 9,054.42 8,960.76 2,318.28 260.28 29,652.47 6,850.53 81.2% Utility costs Postage 5,166 3,685.09 17.77.89 21.79 11.77.73 900.00 2,371.56 2,794.44 45.9% Postage on hand Communications 5,565 125.74 1,337.01 1,349.90 484.95 67.65 4,496.38 1,098.26 20.89 % Postage on hand Communications 5,565 125.74 1,337.01 1,349.90 484.95 67.65 4,496.38 1,098.26 20.89 % Postage on hand Supplies 4,506 599.65 636.63 1,255.13 1,255.14 1,337.01 2,318.85 1,259.97 1,438.44 3,007.56 31.9% Downward of the professional Services 9,860 0.00 7,779.50 50.00 100.00 1,237.16 1,400.00 1,257.30 1,883.99 93.4% One month pad data & internet Office Travel 4,48,74 8.54 1,438.74 1,438.74 1,438.74 1,438.74 1,438.74 1,438.74 1,439.00 1,439.0	PACE loan orig/int/misc	33,467	433.80	17,257.49	285.30	0.00		17,976.59	15,490.41	53.7%	Bank interest plus PACE assessments received Nov/Dec
Expenditures Committee Expenses 29,100 5,978,96 6,239,92 4,646,98 1,077,82 330,000 18,233,68 10,806,32	Interest & Miscellaneous	12,035	3,134.48	1,788.51	5,762.07	178.08	792.55	11,655.69	379.31	96.8%	Vehicle receipts estimate above expenses
Expenditures Committee Expenses 29,100 5,978,96 6,239,92 4,646,98 1,077,82 330,000 18,233,68 10,806,32	Total Bayenyas	054 604	420 707 40	274 269 04	420 240 25	47 700 F2	424 242 26	707 025 06	404 440 74	OE 40/	
Expenditures 29,100 5,978.96 6,239.92 4,646.98 1,077.82 350.00 18,293.66 10,806.32 62.9% Committee estimated outstanding Salaries & Fringe 733,240 175,351.50 277,226.39 163,945.98 57,073.13 17,335.96 630,932.96 102,307.04 86.0% Payroli- Add 9 days not paid till May 1st 7-10 employees 1st half, now 9. Travel 48,933 21,198.24 8,199.56 7,554.19 367.31 37,313.01 11,613.70 76.850.19 7.97.04 11,613.70 76.850.19 7.97.04 11,613.70 7.98.19 7.99.04 11,613.70 7.98.19 7.99.04 11,613.70 7.99.04 11,013.70 7.99.04 1	Total Revenues	051,004	130,707.10	2/1,266.04	130,240.25	41,199.53	131,212.26	121,235.26	124,440.74	05.4%	
Committee Expenses 29,100 5,978.96 6,239.92 4,646.98 1,077.82 350.00 18,293.68 10,806.32 62.9% Committee estimated outstanding											0.000
Salaries & Fringe 733,240 175,351.50 217,226.39 163,945.98 57,073.13 17,335.96 630,932.96 102,307.04 86.0% Payroll- Add 9 days not paid till May 1st 7-10 employees 1st half, now 9.	Expenditures										
Travel 48,933 21,198.24 8,199.56 7,554.19 367.31 260.28 37,319.30 11,613.70 76.3% Travel reduction do to stay-at-home Office Space Costs/Bidg Updates 36,503 9,058.73 9,054.42 8,960.76 2,318.28 260.28 29,652.47 6,850.53 81.2% Ublity costs Postage 5,166 3,685.09 -177.89 -247.91 -1.773 -90.00 2,371.56 2,794.4 45.9% Postage on hand Communications 5,556 1,257.47 1,337.01 1,349.30 484.95 67.65 4,496.38 1,059.62 80.9% One month ipad data & internet Printing/Publication 5,805 3,056.56 589.05 687.64 24.27 4.97.00 2,682.42 3,122.58 46.2% Copy paper on hand Insurance 3,169 979.04 182.96 1,121.52 373.84 132.67 2,790.03 378.97 88.0% Dividend received in November prorated in pending Supplies 4,506 599.65 636.63 255.13 5-2.97 1,438.44 3,067.56 31.9% Computer 13,457 2,966.68 3,010.67 4,137.01 2,318.65 140.00 12,573.01 883.99 93.4% One month tipad data & internet Professional Services 9,850 0.00 7,779.50 50.00 100.00 -1,225.00 6,704.50 31.95% CERTS seed grants/energy audits 2,500 0.00 0.779.50 50.00 100.00 -1,225.00 6,704.50 4.00.5% CERTS seed grants/energy audits 2,500 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Committee Expenses	29,100	5,978.96	6,239.92	4,646.98	1,077.82	350.00	18,293.68	10,806.32	62.9%	Committee estimated outstanding
Office Space Costs/Bidg Updates 36,503 9,058.73 9,054.42 8,960.76 2,318.28 260.28 29,652.47 6,850.53 81.2% Utility costs Postage 5,166 3,685.09 -177.89 -217.91 -17.73 900.00 2,371.56 2,794.44 45.9% Postage on hand Communications 5,556 1,257.47 1,337.01 1,349.30 484.95 67.65 4,496.38 1,059.62 80.9% One month ipad data & intermet Printing/Publication 5,805 3,056.56 -589.05 687.64 24.27 -497.00 2,682.42 3,122.58 46.2% Copy paper on hand Insurance 3,169 979.04 182.96 1,121.52 373.84 132.67 2,790.03 378.97 88.0% Dividend received in November prorated in pending Supplies 4,506 599.65 636.63 255.13 -52.97 1,4336.44 3,067.56 31.9% Computer 13,457 2,966.68 30,100.67 4,137.01 2,318.65 140.00 12,573.01 883.99 33.4% One month RLF software maintenance Professional Services 9,850 0.00 7,779.50 50.00 100.00 -1,225.00 6,704.50 3,145.50 68.1% Audit is final, proportionate cost shown Other 5,468 63.29 2,260.00 2,973.74 200.21 5,497.24 29.24 100.5% Equipment/Building Updates 10,331 10,331.25 0.00 0.00 0.00 0.00 10,331.25 -0.25 100.0% PACE loan interest paid 513 0.00 256.82 0.00 0.00 0.00 0.00 10,331.25 -0.25 100.0% PACE loan interest paid 513 0.00 256.82 0.00 0.00 0.00 510.00 9,709.99 1,1942.01 83.3% Debt Service paid December-proportionate share principal shown in pending Building Lease Principal & Interest 11,652 0.00 9,199.99 0.00 0.00 510.00 9,709.99 1,1942.01 83.3% Debt Service paid December-proportionate share principal shown in pending Building Lease Principal Payment 17,586 4,366.05 4,426.34 1,489.05 116,174.56 789,637.27 153,697.73 83.7% Fevenues Over (Under) Expenditures 943,35 238,832.51 268,982.71 199,890.68 65,766.81 16,174.56 789,637.27 153,697.73 83.7% Fevenues Over (Under) Expenditures 943,36 23 2,885.33 61,642.43 1,489.05 115,037.70 62,402 115,037.70 62,402 115,040.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.07 177.04 100.0	Salaries & Fringe	733,240	175,351.50	217,226.39	163,945.98	57,073.13	17,335.96	630,932.96	102,307.04	86.0%	Payroll- Add 9 days not paid till May 1st 7-10 employees 1st half, now 9.
Postage	Travel	48,933	21,198.24	8,199.56	7,554.19	367.31		37,319.30	11,613.70	76.3%	Travel reduction do to stay-at-home
Communications 5,556 1,257.47 1,337.01 1,349.30 484.95 67.65 4,496.38 1,059.62 80.9% One month ipad data & intermet Printing/Publication 5,805 3,056.56 -589.05 687.64 24.27 497.00 2,682.42 3,122.58 46.2% Copy paper on hand Insurance 3,169 979.04 182.96 1,121.52 373.84 132.67 2,790.03 378.97 88.0% Dividend received in November prorated in pending Supplies 4,506 599.65 636.63 255.13 -52.97 1,438.44 3,067.56 31.9% Computer 13,457 2,966.68 3,010.67 4,137.01 2,318.65 140.00 12,573.01 883.99 93.4% One month RLF software maintenance Professional Services 9,850 0.00 7,779.50 50.00 100.00 -1,225.00 6,704.50 3,145.50 68.1% Audit is final, proportionate cost shown Other 5,468 63.29 2,260.00 2,973.74 200.21 5,497.24 -29.24 100.5% CERTS seed grants/energy audits 2,500 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Office Space Costs/Bldg Updates	36,503	9,058.73	9,054.42	8,960.76	2,318.28	260.28	29,652.47	6,850.53	81.2%	Utility costs
Printing/Publication 5,805 3,056.56 -589.05 687.64 24.27 -497.00 2,682.42 3,122.58 46.2% Copy paper on hand	Postage	5,166	3,685.09	-177.89	-217.91	-17.73	-900.00	2,371.56	2,794.44		
Insurance	Communications	5,556	1,257.47	1,337.01	1,349.30	484.95	67.65	4,496.38	1,059.62	80.9%	One month ipad data & internet
Supplies 4,506 599.65 636.63 255.13 -52.97 1,438.44 3,067.56 31.9% Computer 13,457 2,966.68 3,010.67 4,137.01 2,318.65 140.00 12,573.01 883.99 93.4% One month RLF software maintenance 9,850 0.00 7,779.50 50.00 100.00 -1,225.00 6,704.50 3,145.50 68.1% Audit is final, proportionate cost shown Other 5,468 63.29 2,260.00 2,973.74 200.21 5,497.24 -29.24 100.5% CERTS seed grants/energy audits 2,500 0.00 0.00 0.00 0.00 0.00 2,500.00 0.0% Seed grants awarded, awaiting paperwork on one to finalize by June 30th. Equipment/Building Updates 10,331 10,331.25 0.00 0.00 0.00 0.00 10,331.25 -0.25 100.0% PACE loan interest paid 513 0.00 256.82 0.00 0.00 0.00 256.82 256.18 50.1% Debt Service:Principal & Interest 11,652 0.00 9,199.99 0.00 0.00 510.00 9,709.99 1,942.01 83.3% Debt Service paid December-proportionate share principal shown in pending Building Lease Principal Payment 17,586 4,306.05 4,365.78 4,426.34 1,489.05 14,587.22 2,998.78 82.9% Total Expenditures 943,335 238,832.51 268,982.71 199,890.68 65,756.81 16,174.56 789,637.27 153,697.73 83.7% The projected balance of expenditures exceeding revenues at 4-30-20 is \$62,402 including PACE. Equipment Reserve usage \$10,331 & PACE reserve change of \$3,046 leaves operations with a decrease of \$4,000.00 1.00 1.00 1.00 1.00 1.00 1.00 1.	Printing/Publication	5,805	3,056.56	-589.05	687.64	24.27	-497.00	2,682.42	3,122.58	46.2%	Copy paper on hand
Computer 13,457 2,966.68 3,010.67 4,137.01 2,318.65 140.00 12,573.01 883.99 93.4% One month RLF software maintenance	Insurance	3,169	979.04	182.96	1,121.52	373.84	132.67	2,790.03	378.97	88.0%	Dividend received in November prorated in pending
Professional Services 9,850 0.00 7,779.50 50.00 100.00 -1,225.00 6,704.50 3,145.50 68.1% Audit is final, proportionate cost shown	Supplies	4,506	599.65	636.63	255.13	-52.97		1,438.44	3,067.56	31.9%	
Other 5,468 63.29 2,260.00 2,973.74 200.21 5,497.24 -29.24 100.5% CERTS seed grants/energy audits 2,500 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Computer	13,457	2,966.68	3,010.67	4,137.01	2,318.65	140.00	12,573.01	883.99	93.4%	One month RLF software maintenance
CERTS seed grants/energy audits 2,500 0.00 0.00 0.00 0.00 2,500.00 0.0% Seed grants awarded, awaiting paperwork on one to finalize by June 30th. Equipment/Building Updates 10,331 10,331.25 0.00 0.00 10,331.25 -0.25 100.0% PACE loan interest paid 513 0.00 256.82 0.00 0.00 256.82 256.18 50.1% Debt Service:Principal & Interest 11,652 0.00 9,199.99 0.00 0.00 510.00 9,709.99 1,942.01 83.3% Debt Service paid December-proportionate share principal shown in pending Building Lease Principal Payment 17,586 4,306.05 4,365.78 4,426.34 1,489.05 14,587.22 2,998.78 82.9% Total Expenditures 943,335 238,832.51 268,982.71 199,890.68 65,756.81 16,174.56 789,637.27 153,697.73 83.7% Revenues Over (Under) Expenditures -91,651 -100,125.33 2,285.33 -61,642.43 -17,957.28 115,037.70 -62,402 Fequipment & Building	Professional Services	9,850	0.00	7,779.50	50.00	100.00	-1,225.00	6,704.50	3,145.50	68.1%	Audit is final, proportionate cost shown
Equipment/Building Updates 10,331 10,331.25 0.00 0.00 0.00 10,331.25 -0.25 100.0% PACE loan interest paid 513 0.00 256.82 0.00 0.00 510.00 9,709.99 1,942.01 83.3% Debt Service paid December-proportionate share principal shown in pending Building Lease Principal Payment 17,586 4,306.05 4,365.78 4,426.34 1,489.05 14,587.22 2,998.78 82.9% Total Expenditures 943,335 238,832.51 268,982.71 199,890.68 65,756.81 16,174.56 789,637.27 153,697.73 83.7% Revenues Over (Under) Expenditures -91,651 -100,125.33 2,285.33 -61,642.43 -17,957.28 115,037.70 -62,402	Other	5,468	63.29	2,260.00	2,973.74	200.21		5,497.24	-29.24	100.5%	
PACE loan interest paid 513 0.00 256.82 0.00 0.00 0.00 256.82 256.18 50.1% Debt Service:Principal & Interest 11,652 0.00 9,199.99 0.00 0.00 510.00 9,709.99 1,942.01 83.3% Debt Service paid December-proportionate share principal shown in pending Building Lease Principal Payment 17,586 4,306.05 4,365.78 4,426.34 1,489.05 14,587.22 2,998.78 82.9% Total Expenditures 943,335 238,832.51 268,982.71 199,890.68 65,756.81 16,174.56 789,637.27 153,697.73 83.7% Revenues Over (Under) Expenditures -91,651 -100,125.33 2,285.33 -61,642.43 -17,957.28 115,037.70 -62,402	CERTS seed grants/energy audits	2,500	0.00	0.00	0.00	0.00		0.00	2,500.00	0.0%	Seed grants awarded, awaiting paperwork on one to finalize by June 30th.
Debt Service:Principal & Interest 11,652 0.00 9,199.99 0.00 0.00 510.00 9,709.99 1,942.01 83.3% Debt Service paid December-proportionate share principal shown in pending	Equipment/Building Updates	10,331	10,331.25	0.00	0.00	0.00		10,331.25	-0.25	100.0%	
Building Lease Principal Payment 17,586 4,306.05 4,365.78 4,426.34 1,489.05 14,587.22 2,998.78 82.9%	PACE loan interest paid	513	0.00	256.82	0.00	0.00		256.82	256.18	50.1%	
Total Expenditures 943,335 238,832.51 268,982.71 199,890.68 65,756.81 16,174.56 789,637.27 153,697.73 83.7% Revenues Over (Under) Expenditures -91,651 -100,125.33 2,285.33 -61,642.43 -17,957.28 115,037.70 -62,402 Page	Debt Service:Principal & Interest		0.00	9,199.99	0.00	0.00	510.00	9,709.99	1,942.01	83.3%	Debt Service paid December-proportionate share principal shown in pending
Revenues Over (Under) Expenditures -91,651 -100,125.33 2,285.33 -61,642.43 -17,957.28 115,037.70 -62,402 The projected balance of expenditures exceeding revenues at 4-30-20 is \$62,402 including PACE. Equipment Reserve usage \$10,331 & PACE reserve change of \$-3,046 leaves operations with a decrease of \$-3,046 leaves operation	Building Lease Principal Payment	17,586	4,306.05	4,365.78	4,426.34	1,489.05		14,587.22	2,998.78	82.9%	
Revenues Over (Under) Expenditures -91,651 -100,125.33 2,285.33 -61,642.43 -17,957.28 115,037.70 -62,402 The projected balance of expenditures exceeding revenues at 4-30-20 is \$62,402 including PACE. Equipment Reserve usage \$10,331 & PACE reserve change of \$-3,046 leaves operations with a decrease of \$-3,046 leaves operation	Total Expanditures	9/3 335	238 832 54	268 982 74	100 800 69	65 756 91	16 174 56	789 637 27	153 607 73	83 7%	
Expenditures -91,651 -100,125.33 2,285.33 -61,642.43 -17,957.28 115,037.70 -62,402 is \$62,402 including PACE. Equipment & Building PACE reserve change of \$3.00 (2.00 to 1.00		343,333	230,032.51	200,302.71	133,030.00	00,7 00.0 1	10,174.50	103,031.21	155,051.75	00.7 /0	
Equipment & Building PACE. 3. 24d label to Reserve Legisland Suiding PACE reserve Legisland Suiding PACE reserve Legisland Suiding PACE. 3. 4d label to Reserve Legisland Suiding PACE reserve Legisland Suiding PACE reserve Legisland Suiding PACE. 3. 4d label to Reserve Legisland Suiding PACE reserve Legisland Suiding PACE. 3. 4d label to Reserve Legisland Suiding Suiding Suiding Suiding Suiding Suid	` ,	04 654	100 125 22	2 205 22	64 642 42	47 0E7 20	115 027 70	62 402			
Building 64 000 470 of leaves upleations with a declease of	Expenditures	-91,051	-100,125.33	2,200.33	-01,042.43	-17,957.28	115,037.70	-02,402	Fauinment &		
Incr/(Decr) in PACE Pgm 12,766 PACE -3,046 Reserves \$49,025, 47% of budget instead of 83%.											· · · · · · · · · · · · · · · · · · ·
	Incr/(Decr) in PACE Pgm	12,766					PACE	-3,046	Reserves		\$49,025, 47% of budget instead of 83%.
Incr/(Decr) in SRDC Operations -104,417	Incr/(Decr) in SRDC Operations	-104,417					Projection	-59,356	10,331	-49,025	

Southwest Regional Development Commission Project Reviews

May 2020

USDA RURAL DEVELOPMENT

<u>Applicant</u>	<u>Project</u>	<u>Cost</u>
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City of Pipestone Purchase of a New Portable Generator \$75,000

Southwest Regional Development Commission Project Review

Agenda Item: 8 Meeting Date: May 14, 2020

Project Name: City of Pipestone USDA Rural Development application for a Portable generator

Project Description

The City of Pipestone has applied for \$75,000 of funding through the USDA Rural Development program for the purchase of a portable generator. Once purchased, the portable generator will be used to power a lifts station during power outages. The application was submitted by the City Administrator on behalf of the City's Water/ Wastewater Department.

Staff Notes:

SRDC Staff supports this application for a portable generator. Lift stations function by moving sewage uphill to their next processing step. In the event of a power outage the lift station can fail to function and when coupled with prolonged water usage, puts, homes, and business at-risk of backed-up sewage flowing back through their pipes potentially causing thousands of dollars in damage.

Project Review Time: 1 hour

Income to the SRDC for this Review: \$0

Reviewer: Rosemary Bruce-White, Development Planner

July 1, 2020 - June 30, 2021

April 6, 2020 Budget & Personnel Approved to Board April 9, 2020

Revenues	FY2020 BUDGET REVISION	FY2021 BUDGET	BUDGET DIFFERENCE	EXPLANATION
Tax Levy	384000	393835	9835	3% levy increase with a delinquency allowance
Current Contracts	182105	149680	-32425	Based on expected earnings of contracts-See sheet
MN Department of Transportation	75000	75000	0	Same
MN Department of Transportation-SRTS	0	36788	36788	Utilizing 75% of the project due to school timelines
Economic Development Administration	70000	70000	0	Same
CERTS Funds	39432	68500	29068	A full year of CERTS funds plus \$17,500 Seed grant finalization
McKnight Funds	55645	20000	-35645	Balance of 2-year grant dependent on utilization
PACE loan orig/int/misc	33467	32776	-691	Per schedule-ARRA loan interest funds anticipated in fiscal year
Interest Earned & Miscellaneous	12035	10850	-1185	Interest estimates on accounts & CDs plus miscellaneous anticipated
Building Reserves Used	0	0	0	
Total Revenues	851684	857429	5745	

CONTRACT FUNDS AVAILABLE FOR FISCAL YEAR 2021

3/25/2020

				FY2021	
		Contract		CONTRACT	
Staff Member		Type	CONTRACT	BUDGET	Comments
Jason, Jay	100 4	PD	ENERGY BOARD - General	9700	\$90/hr*100 hrs+\$150/hr*4 hrs + \$100 travel
Dianne, Rose	11 9	PD	ENERGY BOARD - Fiscal Host	1900	\$80/hr*20 hrs+\$300 finance review
Robin, Jason	27 3	PD	ENERGY BOARD - PACE Outreach	3000	\$100/hr*29 hrs +\$150 travel
Robin, Jessica	16 4	CD	FALCON DEV.RLF - Loan/Servicing	1940	\$100/hr*16 + \$60/hr*4 hrs + \$100 travel
Dianne, Rose	6 4	CD	FALCON DEV.RLF - Fiscal Host	1100	\$80/hr*10 hrs+ \$300 finance review
Robin, Jessica	2 1	ED	HERON LAKE RLF - Loan/Servicing	295	2*\$100+1*\$60+\$35 travel
Robin, Jessica	6 2	ED	JACKSON CO.RLF - Loan/Servicing	795	6 hrs*\$100+2*\$60+\$75 travel
Rosemary	30	CD	PIPESTONE, CITY -Comp Plan	2750	New ctr start-30 hrs FY20 & 30 hrs*\$90 +\$100 travel in FY21
Rosemary	50	TR	RTCC - Transit Coord.Council Implementation	4600	\$90/hr*50 hrs+\$100 travel
Jason, Jessica	30 20	CD	SLAYTON Senior Housing-Facilitation	3600	New ctr start-FY20 & \$90/hr*30 hrs +\$60/hr*15 hrs in FY21
Jason	20	CD	SWHHS VI & VII Active Lvg TA	1800	20 hrs * \$90/hr
Rosemary	32	PD	SW COMMISSION	2930	32 hrs*\$90 + \$50 travel
Robin	4	ED	WREDC-Worthington EDC	400	4*\$100/hr loan work, rest unknown
			Subtotal	34810	
	See	SR	REVOLVING LOAN FUND ADMIN.	66100	Ln Int 63000, Orig 3000, Fees 100 =66100
Kathy, Doreen	columns	ED	SW MN Housing Partnership-Secretarial	12608	Based on projected usage
Rose, Dianne	on	ED	SW MN Housing Partnership-Financial		Based on projected usage
DC, RO, KS, DV	Exh G	HS	A.C.E. of SW Minnesota-Finance,Support		Based on projected usage up to 13700 Finance 21000 Support, Review 300
			Total Contracts	149680	

Possible Contracts/Other Revenue

Grantwriting & technical assistance (Facilitation)

Land use planning- Tribal

Regional Fire & Safety Coordination

Community/County Planning/Ordinance updates -WREDC Strategic Plan-\$20,000

Marketing/Communication-other organizations-GMR parks & Trails

Regional Leadership

CERT-Green Step or Committee/Utility Engagement continuation

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	FY2020 BUDGET	FY2021	BUDGET	
Expenditures	REVISION	BUDGET		EXPLANATION
Committee Expense	29100	34090	4990	Update for Board retreat & orientation depending on format
Salaries & Fringe	733240	712391	-20849	Current staffing with salary & benefit adjustments
Staff Travel	48933	35297	-13636	Remove All-Staff retreat & major training completed in FY20 & add some
Office Space	36503	37317	814	Increase of some utilities and work completed
Postage	5166	3142	-2024	Decrease due to elimination of postage meter
Communications	5556	5679	123	Difference due to increase in internet service contract
Print/Publication	5805	5995	190	Annual report completed in-house. Add some marketing
Insurance	3169	4487	1318	No dividend anticipated
Supplies-Mtg/Wkshp Expenses	4506	7932	3426	Increase due to purchase of 2 laptops, one standing desk & 2 monitors
Computer	13457	15169	1712	Increase dependent on financial software switch
Audits	7350	7600	250	Estimated contract renewal for 1 year
Consultant/Contracted Services/Legal	2500	1900		Based on past need
Dues/Memberships & Other	5468	6240		Increase in NADO dues and a few small additions
Seed grants	2500	17500		Balance of \$20,000 seed grants with 2500 assigned to FY20
Equipment/Building updates	10331	0		Equipment purchases needed are now considered supplies
PACE loan interest	513	510		REED paydown per semi-annual schedule
Debt Service-Principal & Interest	11652	11645	-7	Per schedule
Building Lease Principal Payment	17586	18583	997	Per schedule
Total Expenditures	943335	925477	-17858	
Overall Balance	-91651	-68048	23603	
Anticipated Reserve Changes by Category				
Incr/(Decr) in Equipment Reserve	-6742	3604	10346	No planned use of reserves
Incr/(Decr) in Building Reserve	13824	13824		No planned use of reserves
Incr/(Decr) in Employee Transition Reserve	-1400	0	1400	To include in budget revision
Incr/(Decr) in Human Service Dedicated Funds	-2000	-2000	0	Closeout of projects
Incr/(Decr) in PACE Adm for Interest	12766	7548	-5218	PACE as part of audit, using PACE interest & fees to support administration
Incr/(Decr) in Unrestricted Reserve	-108099	-91024	17075	
Estimated Inkind Match for Budgeted Programs	500	0	-500	No current inkind match on projects
Loan Budget-EDA RLF	300000	200000		Program Revenues (not adm)-Loan Interest-0, Loan Repayments-200,000
Loan Budget-PACE RLF	150000	200000		Program Revenues-ARRA (not adm)- Loan Repayments-62,000

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Southwest Regional Development Commission

OVERALL WORK PROGRAM

For

FISCAL YEAR 20202021

PROGRAM CATEGORY

Commission Management and Administration

MANAGEMENT AND POLICY ADMINISTRATION OBJECTIVE: To propose, and amend, as necessary, the management policies needed for the efficient administration of the Commission.

Work Elements

- 1. Conduct at least five (5) Board of Directors, and on alternate months six (6) combined Board/Full Commission meetings annually.
- Review and approve amendments to the Work Program and budget including the indirect cost plan, as necessary, to reflect unanticipated changes.
- 3. Review and approve the Annual Report for Fiscal Year 2019 2020 to be submitted to the SRDC constituents by September 1, 2019 2020.
- Review, propose, and approve policy changes needed as a result of new legislation or audit recommendations.
- Review the preparation of the next fiscal year Work Program including the budget and approve the final Work Program.
- 6. Ensure the implementation of the current fiscal year Work Program for the SRDC.
- 7. Prepare and approve the minutes for the Executive, Budget and Personnel, Board of Directors, and Full Commission meetings.
- 8. Continue Board/Agency strategic planning process.
- 9. Expand social media presence and outreach efforts for the SRDC.

<u>OFFICE ADMINISTRATION OBJECTIVE</u>: To provide administrative support for the operations of the Commission and its management committees and to provide informative reports on Commission activities to local units of government and the general public.

Work Elements

- a)1. Provide administrative managerial support for the operation of the Commission including the following:
 - 2-a) Conduct Pre-Board staff meetings to inform SRDC staff of current activities and management policies as amended and approved by the Board of Directors and the Full Commission.
 - 3.b) Conduct professional staff meetings to ensure coordination between the on-going planning activities of the Commission and a comprehensive planning approach throughout Southwest Minnesota.
 - 4. Act as the Commission's agent in contract negotiations with final approval by the Board and Full Commission.
 - 5-d) Supervise and/or coordinate the tasks of the SRDC staff members and conduct or assist in employee evaluations.
 - 6-c) Coordinate and/or review the preparation of staff activity reports and the annual report to be given to the Legislature.

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FY 2019 2

- 7-f)Coordinate and/or review the preparation of the Work Program and amendments as necessary.
- S-g Carry out the directives of the Board of Directors and the Full Commission including updating by-laws, operations manual, personnel policies, etc. as needed.
- 9.h) Provide adequate opportunities for staff training.
- <u>10-i)</u> Submit <u>information across all releases to the news</u> media <u>platforms</u> concerning events or actions of the Board of Directors and the Full Commission.
- 44-j) Coordinate reviews among SRDC staff of applications for state and federal funding.
- 12.k) Seek project review comments from affected local governments and interested groups, if requested by the SRDC Board of Directors.
- 13.1) Submit comments to applicant and funding agencies subsequent to Commission review and file Commission review responses for future reference.
- 1)2. Provide financial support for the operations of the Commission including the following:
 - a) Gather data, analyze the information, and complete individual contract budgets and the Fiscal Year budget including the Work Program budget and the indirect cost plan, and revise as necessary with the approval of the Budget & Personnel, Board, and Full Commission.
 - b) Compile, review, and enter all financial data.
 - c) Review for accuracy the financial records of the Commission (receipts, payroll, disbursements, general journal, general ledger, and related computer reports).
 - d) Utilize the computer printouts and additional background information to prepare monthly, quarterly, and annual financial reports, the audit report and requests for payment for the grants, contracts, and payroll tax deductions and for the Budget and Personnel, Board and Full Commission.
 - e) Implement financial procedure changes recommended by the auditors, the Board, and/or the Full Commission.
 - f) Prepare and submit to the County Auditors a proposed levy request by September 15, 2019-2020 and a final levy request if changed on or before five working days after December 20, 20192020.
 - g) Update depository designations as needed.
 - h) Prepare for the transition of the Finance Director position, hiring and training replacement.
- 2)3. Provide secretarial and general office administrative support for the operations of the Commission including the following:
 - a) Receive, relate messages, and transfer calls to all personnel and distribute the mail.
 - b) Type and/or complete, copy, mail or distribute, and file all written material prepared by SRDC staff members including meeting notices, agendas, minutes, daily correspondence, reports, studies, surveys, newsletters, etc.
 - c) Update all mailing lists, committee rosters, SRDC Website, the SRDC library, and other resources with the assistance of affected staff members.
 - d) Order all office supplies.
 - e) Schedule and set up meeting facilities and make travel arrangements as delegated.
 - f) Develop and maintain Master Database containing all contact information in MS Access.

FY 2019 3

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PROGRAM CATEGORY

Development

OVERALL OBJECTIVES: The SRDC is committed to a continuous process of sustainable development planning and assistance to the Region's customers, primarily local units of government, business, industry, and non-profits. The planning and assistance of sustainable development activities encompasses six major categories within development: CEDS Committee, General Economic Development Assistance, General Development, Local Assistance, Planning and Implementation Tools, and Regional Development. The SRDC also provides Transportation Planning Services under an agreement with the Minnesota Department of Transportation. The Work Plan for Transportation is located following the Development Section. The SRDC will work with the public and private sectors to provide resource assistance that will enhance development across the Region. Such development activities undertaken by the SRDC shall be consistent with the SRDC's Comprehensive Economic Development Strategy (CEDS).

Work Elements

1. Economic Development

1-a) CEDS Committee

- 4-1) Convene the Comprehensive Economic Development Strategy (CEDS)⁴ Committee to address development and planning issues in the Region.
- 2.2) Submit annual CEDS revision to EDA, for completion by December 31, 20192020.
- Quench Seneral Economic Development Assistance. Assist businesses with technical needs relating to financing, infrastructure, and other various development activities.
 - Assist local units of government in leveraging and administering a multitude of funding programs for infrastructure repair and replacement related to economic development. Provide outreach to communities throughout the region by working to leverage financial resources from State and Federal programs.
 - Monitor legislation for businesses to relocate to Southwest Minnesota, expand, or begin a new venture.
 - 3) Provide staff and sponsor meetings of the Economic Development Professionals within the region.
 - 4) Capitalize and lend funds through the SRDC Revolving Loan Fund.
 - Administration and servicing of the SRDC Revolving Loan Fund as directed by the Revolving Loan Fund Committee.
 - 6) Administration and servicing of local revolving loan funds on contract.
 - Assist businesses in structuring loan packages and leveraging public and private resources.
 - 8) Promote and engage in succession planning efforts, and mentoring programs, that fit the needs of Southwest Minnesota.

FY 2019 4

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Assist with the expansion of childcare services and day services for adults in the region.

2. Regional Planning

4.a) General Development

- 1) Develop long-term recovery strategies and implement strategies identified.
 Monitor the data and economic indicators available to examine the impact events have had on the area's economy.
- 2) Conduct/complete plans and studies pertaining to region-wide issues.
- Encourage multi-government or individual governmental units to coordinate and cooperate on development issues.
- Provide staff and analytical support to regional ad hoc committees so identified by the Commission.
- 5) Identify and provide information on legislative issues as they relate to development activities within the region.
- Monitor and review proposed state and federal development regulations and legislative activity affecting Southwest Minnesota.
- 7) Solicit local input and keep local officials informed on critical issues.
- 8) Assist with the development of legislative issues/positions, and the conveyance of those positions to the appropriate parties.
- Act as liaison between local units of government and state and federal regulatory agencies.
- 10) Address water quality and availability in the region.

2.b) Local Assistance

- 4.1) Write and administer grants, loans, and contracts for communities.
- 2.2 Assist communities with Capital Improvement Plans, Surveys, and Analyses.
- 2-3) Conduct community assessments for communities, townships, and counties which identify needs, and outline specific strategies to meet those needs.
- 4.4) Provide assistance and support in creating a local knowledge base about opportunity zones.
- 5.5) Provide resource assistance and information referral to customers of SRDC.
- Assist with Statewide Health Improvement Partnership Community Leadership Teams.
- 7.7) Provide Assistance and Planning in regards to Active Living.
- Respond to Census data requests to fulfill obligation as a Census Data Center, including preparation for the 2020 Census by developing a Regional Complete Count Committee.
- 9-9) Provide assistance to local units of government in relation to energy issues that affect the region, including electrical transmission lines and energy inputs that affect economic viability (wind-power/bio-fuels/solar/electric vehicle).

FY 2019 5

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10.c) Planning and Implementation Tools

- 4.1) Provide Long Range planning strategies for natural and human-caused disasters that occur within the Region.
- 2-2) Produce Comprehensive Plans, Land Use Plans, Hazard Mitigation Plans, Water Plans, Solid Waste Plans, and Active Living Plans.
- 3-3) Provide assistance with Implementation tools including: Zoning Ordinances and Updates, Ordinance Codifications.
- 4.4) Provide staff comment and assistance to local units on a variety of planning documents and tools; including: land management planning, park plans, solid waste plans, water plans, comprehensive plans, land use plans, capital improvement plans, zoning ordinance development and implementation, and ordinance codification.
- 5-5) Assist, organize, and implement the training and education of public officials relating to land management issues.
- 6-6) Provide assistance and support to local units of government to address development issues or projects, including environmental officers, zoning administrators, or city officials.

7.d) Regional Development

- 4-1) Provide staff and analytical support to the Southwest Regional Solid Waste Commission and the Southwest Solid Waste Administrators Association.
- 2-2) Assist the Southwest Regional Solid Waste Commission and the Southwest Solid Waste Administrators with implementation of the Regional Solid Waste Plan.
- 3-3) Provide staff and analytical support to the Rural Minnesota Energy Board and the Southwest Clean Energy Resource Team.
- 4.4) Administer the Rural Minnesota Energy Board Property Assessed Clean Energy (PACE) Program.
- 5-5) Promote and coordinate energy audits /assessments and/or feasibility studies for businesses, agricultural producers, non-profits, churches, others, etc.
- 6.6) Assist and promote regional recruitment efforts that attract and retain higher skill, higher wage demographics to the region.
- Explore opportunities for regional fire and EMS coordination.
- 8-8) Explore opportunities for facilitated discussions around equity and inclusion.

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FY 2019

	Contract Informa	tion				Funding Information	
RDC: Fiscal Year: Contract Number:			hwest 120			nDOT Contract Funds: RDC Matching Funds: Total Contract Amount:	\$75,000.00 \$13,235.00 \$88.235.00
Contract Number.	Dolla	r Amount Rud	noted	Downwood of	Expenditures	Expenditures	\$00,233.00
	Staff Time	Expenses	Total	Total Contract	Jul 1 to Dec		
ATP Coordination and Involvement	\$ 17,830.00	\$2,800.00	\$20,630.00	23%	\$0.00	\$0.00	\$20,630.0
This section is for activities associated with the							
ATP and ATP Subcommittee meeting participa ATIP Development (project selection, preparat Transportation Alternative Program Administra	ion, outreach, etc)		on assistance, proje	ect selection, etc)			
TAC Administration	\$5,200.00	\$1,100.00	\$6,300.00	7%	\$0.00	\$0.00	\$6,300.0
This section is for activities associated with ad- • TAC and RDC Board meeting, meeting prepared.			Advisory Commit	tee. Anticipated	ectivities in this ar	ea include:	
 TAC and RDC board meeting, meeting preparation TAC and RDC Board meeting, administration 							
Transportation Planners Meetings	\$7,000.00	\$1,400.00	\$8,400.00	10%	\$0.00	\$0.00	\$8,400.0
This section is for activities associated with the	standing meetings	between MnDOT	and the RDC Tra	nsportation Plann	ers. Anticipated a	ctivities in this area inc	lude:
Transportation Planners meeting participation Transportation Planner meeting coordination Provide Agenda and Minutes / materials to Di	as needed						
Statewide Priorities	\$8,700.00	\$1,000.00	\$9,700.00	11%	\$0.00	\$0.00	\$9,700.0
This section is for key activities at the state lev	el as identified by t	he MnDOT RDC I	iaison through con	sultation with Mnl	OOT functional area		s in this area
* One day annual SRTS/Active transportation * Non-motorized data collection / portable cour * Review and input of Statewide Plans, Policie Vehicle work, Pedestrian Plan, and T <u>SRTS</u> ran	planning training oter administration or, Studies, such as opertation Equity w		ent Plan, Airport Co	omprehensive Pla	n Work, Airport Zon	ing Work, Connected &	Automated
**Che day annual SRTS/Active transportation, **Non-metorized data cellection / portable ceur **Review and input of Statewide Plane, Policie Vehicle work. Pedestrian Plan, and **SpRTS/ran **Maintenance of the Functional Classification **Participation in the Greater Minneseta Mobilit **Assist with airport zoning work (pending legis **Assistance with outreach related to statewide **Description of the state of the state of the state **Assistance with outreach related to statewide **Description of the state of the state of the state **Description of the state of the state of the state **Description of the state of the state of the state **Description of the state of the state of the state **Description of the state of the state of the state **Description of the state of the state of the state **Description of the state of the state of the state **Description of the state of the state of the state **Description of the state of the state of the state **Description of the state of the state of the state **Description of the state	planning training ter administration s, Studies, such as sportation Equity w System. y Assessment (reli lature decision) an	ork. ability of the NHS	as initiated by Mn	SHIP)	n Work, Airport Zon	ing Work, Connected &	Automated
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	Contract Inform	ation				Funding Information	
RDC:		South	west		Mni	DOT Contract Funds	75,000.00
Fiscal Year		July 1, 2020 -	June 30, 2021		R	DC Matching Funds	13,235.00
Contract Number:					To	tal Contract Amount	88,235.00
Activity Type	Dollar Amount Budgeted				±1000000000000000000000000000000000000		
	Staff Time	Expenses (e.g. travel, meals, lodging)	Total	Percent of Total Contract	Expenditures Jul 1 to Dec 31 (click for report)	Jan 1 to Jun 30 (click for report)	Remaining Budget
TP Coordination and Involvement	\$17,646.00	\$2,000.00	\$19,646.00	22%	\$0.00	\$0.00	\$19,646.00
his section is for activities associated with the RDCs v	ork related to Min	nesota's Area Transpo	ortation Partnershi	ps (ATPs). Anticipate	d activities in this	area include;	
TP and ATP Subcommittee meeting participation and TIP Development (project selection, preparation, out-		ion					

This section is for activities associated with administering the RDC's Transportation Advisory Committee. Anticipated activities in this area include.

\$1,000.00

\$4.920.00

- TAC and RDC Board meeting, meeting preparation of transportation issues TAC and RDC Board meeting, administration of transportation issues

ransportation Planners Meetings	\$6,661.00	\$1,000.00	\$7,661.00	9%	\$0.00	\$0.00	\$7,661.00
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\$5,920.00

7%

\$0.00

\$0.00

his section is for activities associated with the standing meetings between MnDOT and the RDC Transportation Planners. Anticipated activities in this area include:

TAC Administration

Transportation Planners meeting participation
Transportation Planner meeting coordination as needed

	33		3				
Statewide Priorities	\$10,788.00	\$1,000.00	\$11,788.00	13%	\$0.00	\$0.00	\$11,788.00
	1						

ction is for key activities at the state level as identified by the MnDOT RDC liaison through consultation with MnDOT functional areas. Anticin

Participate in workgroup and assist with organizing and staffing in-person engagement events for the Statewide Multimodal Transportation Plan and MnSHIP (MN State Highway Investment Plan) pdate process
Provide public engagement assistance for the State Rail Plan update

- Provide public engagement assistance for the State Nat I Plan update

 Assist with public outneath for the Greater MIN Transit Investment Plan and participate in advisory steering committees as requested

 Participate in engagement/evaluation work tied to biticiped demonstration projects

 Involvement with the next US Bicycle Route designation as requested

 Participate in transit and active transportation trainings via webnar or in-person meetings to increase knowledge, skills, and abilities regarding planning, project implementation, and evaluation of walking and bicycling. MINDOT will schedule and distribute information

 Assist with any to zoning and comp planning work, and updates to the State Aviation System Plan

 Assist with non-motorized data collection/portable counter administration

- Continue with involvement in maintenance of the statewide Functional Classification System (Major Collector, Rural and Minor Collector, Urban)
 Transportation Economic Development (TED) Program assistance (excludes Transportation Economic Development Infrastructure (TEDI) Program)
 Assist with outreach for other statewide projects

Regional Priorities	\$38,829.00	\$2,311.00	\$41,140.00	47%	\$0.00	\$0.00	\$41,140.00
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- This section is for key activities at the regional level as determined cooperatively by the MnDOT District Planner and RDC. Anticipated activities in this area include:

- This section is for key activities at the regional level as determined cooperatively by the MnDOT District Planner and RDC. Anticipated activities in this area include:

 Attend advisory committee meetings, perform some limited outreach for the District freight plan

 Attend 10-year Capital Highway Investment Plan (CHIP) outreach with counties, cities, and townships

 Coordination with communities on utility condition for project scoring and project development

 Regional Trail Program planning, coordination, and outreach

 Participation in the Towards Zero Deaths initiative

 Community, Business, Economic Development, and Transportation activities and outreach related to the trunk highway system

 Participation in the Statewide Health Improvement Partnership and Active Living planning related to transportation and transportation alternatives

 Fulfill transportation related data requests

 Reviewing and assisting with project scoping

 Safe Routes to School planning, application, and information assistance, including deploying parent surveys, etc. for projects being scoped for possible inclusion in STIP update

 Freight and Passenger Air and Rail Planning for future service

 District transportation planning and conditionation
- District transit planning and coordination
- District unask planning and coclorinations of Diversity, Equity, and Inclusion engagement efforts and outreach related to transportation District Equity Plan meeting preparation, coordination, and attendance, assistance, outreach District Bicycle Plan meeting preparation, coordination, and attendance, assistance, outreach

Conference Attendance	\$1,680.00	\$400.00	\$2,080.00	2%	\$0.00	\$0.00	\$2,080.00

This section is for key activities related to RDD participation in statewide or regional transportation-related conferences. The total amount changed in this section should not exceed 2% of total conact amount. Anticipated activities in this area include

- Minnesota Transportation Planner's Conference Minnesota APA Conference

TOTALS	\$80,524.00	\$7,711.00	\$88,235.00	100%	\$0.00	\$0.00	\$88,235.00
Percent of Total Contract:					0%	0%	100%
Other Transportation Activities	\$48,188.00	\$1,000.00	\$49,188.00	56%	\$0.00	\$0.00	\$49,188.00
This section is for other transportation activities area include:	the RDC performs that are	not covered by the	MnDOT Transportation	n Planning Grant. Plea	se note funding	source. Anticipate	d activities in this

Promoting electric vehicles and their infrastructure through CERTs and McKnight grants. RTCC work through United Community Action Partnership SHIIP grants for SRTS & Active Living Plans and Implementation

Safe Routes to Schools Plans for Jackson County and Tyler schools through SRTS Planning grants

\$5,920.00

TP Coordination and Involvement

- ATP and ATP Subcommittee meeting participation and meeting coordination
- ATIP Development (project selection, preparation, outreach, etc.)
- Transportation Alternative Program Administration (outreach, LOI review, application assistance, project selection, etc.);

TAC Administration

- TAC and RDC Board meeting, meeting preparation of transportation issues.
- TAC and RDC board meeting, administration of transportation issues.

Transportation Planners Meetings

- Transportation planners meeting participation.
- Transportation planner meeting coordination as needed.

Statewide Priorities

- Participate in workgroup and assist with organizing and staffing in-person engagement events for the Statewide Multimodal Transportation Plan and MnSHIP (MN State Highway Investment Plan) update process
- Provide public engagement assistance for the State Rail Plan update
- Assist with public outreach for the Greater MN Transit Investment Plan and participate in advisory steering committees as requested
- Participate in engagement/evaluation work tied to bike/ped demonstration projects
- Involvement with the next US Bicycle Route designation as requested
- Participate in transit and active transportation trainings via webinar or in-person meetings to increase knowledge, skills, and abilities regarding planning, project implementation, and evaluation of walking and bicycling. MnDOT will schedule and distribute information
- Assist with airport zoning and comp planning work, and updates to the State Aviation System Plan
- Assist with non-motorized data collection/portable counter administration
- Continue with involvement in maintenance of the statewide Functional Classification System (Major Collector, Rural and Minor Collector, Urban)
- Transportation Economic Development (TED) Program assistance (excludes Transportation Economic Development Infrastructure (TEDI) Program)
- Assist with outreach for other statewide projects

Regional Priorities

- Attend advisory committee meetings, perform some limited outreach for the District freight plan
- Attend 10-year Capital Highway Investment Plan (CHIP) outreach with counties, cities, and townships
- Coordination with communities on utility condition for project scoring and project development
- Regional Trail Program planning, coordination, and outreach
- Participation in the Towards Zero Deaths initiative
- Community, Business, Economic Development, and Transportation activities and outreach related to the trunk highway system
- Participation in the Statewide Health Improvement Partnership and Active Living planning related to transportation and transportation alternatives
- Fulfill transportation related data requests
- Reviewing and assisting with project scoping
- Safe Routes to School planning, application, and information assistance, including deploying parent surveys, etc. for projects being scoped for possible inclusion in STIP update
- Freight and Passenger Air and Rail Planning for future service
- District transit planning and coordination
- Diversity, Equity, and Inclusion engagement efforts and outreach related to transportation
- District Equity Plan meeting preparation, coordination, and attendance, assistance, outreach
- District Bicycle Plan meeting preparation, coordination, and attendance, assistance, outreach

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Conference Attendance

- Minnesota Transportation Planner's Conference
- Minnesota APA Conference

Other Transportation Activities

- Promoting electric vehicles and their infrastructure through CERTs and McKnight grants.
- RTCC work through United Community Action Partnership
- SHIP grants for SRTS & Active Living Plans and Implementation
- Safe Routes to Schools Plans through SRTS Planning Grants for Jackson County Schools and City of Tyler.

Safe

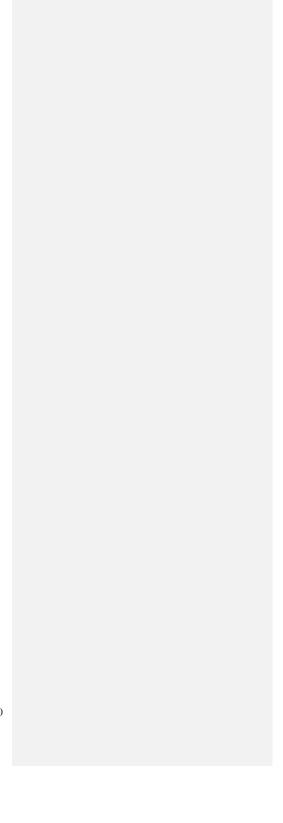
FISCAL YEAR 20202021

REVENUES / EXPENDITURES

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FISCAL YEAR 20202021 BUDGET

DEVELOPMENT REPORT

May 2020

- A. CEDS REPORT and EDA PLANNING GRANT
- **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) and EDA PLANNING GRANT

The latest revision of DevelopMN is available online. It can be found at http://www.mnado.org/wp-content/uploads/2019/11/DevelopMN-1.pdf. The dashboard is in progress.

Our last CEDS can be viewed at http://www.swrdc.org/wp-content/uploads/2014/07/CEDS-16-FINAL.pdf. If you see something that should be modified, added to, or deleted, please let staff know. Every 5 years a new CEDS is required. A new CEDS will be a focus in 2021. Disaster recovery will be added as an amendment in 2020.

CARES Act and opportunities through Federal EDA:

- 1. <u>Institutional Grants:</u> No match requirement, for current grantees, up to \$400,000 for two-year workplan.
- 2. <u>Competitive Grants:</u> 80% grant/20% match; for all eligible applicants; COVID-19 has been added as part of the distress criteria; could be construction, non-construction, RLF, Planning, Response to Disaster; intended to help communities prevent, prepare for, and respond to coronavirus; \$1.5 billion nationwide; more information can be found at https://www.eda.gov/coronavirus/.
- 3. <u>RLF:</u> Detail TBD, no match requirement, amount based on current loan pool amounts, for current EDA RLF grantees.

D. ECONOMIC DEVELOPMENT

COVID-19 Resources— For a list of state and federal programs (SBA, Unemployment and DEED) for businesses, go to https://mn.gov/deed/newscenter/press-releases/?id=425890. More information on the Emergency Child Care Grants administered by Child Care Aware of MN can be found at https://www.childcareawaremn.org/providers/emergency-child-care-grants/. If you know of a business waiting for their EIDL (Economic Injury Disaster Loan) loan the SBA Express Bridge Loan could be an option while they wait (https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/sba-express-bridge-loans). DEED has developed a new page on their website to track the number of unemployment applications in the state: https://mn.gov/deed/data/data-tools/unemployment-insurance-statistics/. Applications for the SBA Paycheck Protection Program (PPP) have declined since the 2nd round of funding became available due to changes in the forgiveness portion.

EDA 2018 Disaster NOFO—This NOFO has been released and the Chicago Region was allocated \$50,000,000.00 for projects in the next 24 months. The NOFO can be found at https://www.grants.gov/web/grants/view-opportunity.html?oppId=319126. All 9 counties in our service area are eligible under this NOFO. FEMA declared disasters and maps can be found at:

https://www.fema.gov/disasters?field_dv2_state_territory_tribal_value_selective=MN&field_

dv2_incident_type_tid=All&field_dv2_declaration_type_value=All&field_dv2_incident_begin_value%5Bvalue%5D%5Bmonth%5D=&field_dv2_incident_begin_value%5Bvalue%5D%5Byear%5D=&field_dv2_incident_end_value%5Bvalue%5D%5Bmonth%5D=&field_dv2_incident_end_value%5Bvalue%5D%5Byear%5D=

Staff is working on application details with the City of Tracy and continues to be available to meet with other potential applicants. If you have a project that you'd like discussed with EDA staff, please contact Robin.

Workforce— Staff attended the CareerForce forum in Slayton to gather input on workforce priorities that will be included in their Regional Workforce Development Plan. A final report is available upon request; however, employee retention and attraction were key topic areas.

Minnesota Opportunity Zones— Opportunity Zones in Minnesota can be found at https://mn.gov/deed/business/financing-business/tax-credits/opp-zones/census-opp-zone-tracts.jsp.

Career Fair— Staff is available to assist with local job fairs, technical assistance, data research, etc. The 2020 Career Fair for 10th and/or 11th grade students will be held scheduled on September 29 at Minnesota West and September 30 at SMSU has been cancelled due to COVID-19. The planning committee is discussing alternative ways to reach students.

Southwest Business Development Network— The next network meeting is being held on May 15. The April topic focused on COVID-19 response in the region. The May meeting will feature the DEED Deputy Commissioner, Kevin McKinnon.

EDA University Center— Weis is a task force member for the EDA University Center. Their priorities this year are: Main Street Business Succession, Supporting Entreprenurial Development, Understanding and Enhancing Connections between Mainstreet and Agriculture, Economic Impact Analysis, Connecting Entreprenurial Communities Conference in Staples on Sept. 10-11, Dollar Store Impacts and Exploring Foreign Direct Investments in non-Metro Minnesota. The EDA University Centers also received additional EDA funds from the CARES Act; therefore, RDC's are discussing activities that support rather than duplicate.

Business Assistance—Staff continues to assist inquiries made regarding business start-ups, retentions, and expansions and financing. Staff assists with 3 additional revolving loan fund programs within the region.

- Information on the Falcon Development Corporation (FDC) can be found online at http://www.swrdc. org/economic-development/falcon-development-corporation/. FDC met on May 5. FDC focuses on economic development improvements in the Heron Lake area and is looking for projects at this time. Jackson County RLF met on May 6.
- JCRLF made a recommendation to the county commissioners to approve a 3-month interest and principal COVID-19 deferment effective for payments due June, July and August.

RED Group— SRDC has been asked to participate in the RED Group, which was launched in 2004 by the Blandin and McKnight Foundations to create an opportunity for organizations whose missions include supporting rural community development to learn from experts in the field and from each other. The steering committee for the RED Group has revised its purpose; is working to broaden its membership, and has plans for engaging rural community developers in a different way than in past years. Date TBD.

Friends in the Field— The next gathering will be on July 8 from 10 a.m. to 2 p.m. The April gathering via Zoom focused on COVID-19 disaster response.

E. COMMUNITY AND PHYSICAL DEVELOPMENT

Local Assistance / Land Use, Planning and Zoning

Planning and Zoning:

Lincoln County Zoning — The Lincoln County Zoning Ordinance is nearly complete and needs to be reviewed by Lincoln County Commissioners. This process is anticipated to be postponed due to current events.

City of Pipestone Comprehensive Plan Update—Staff started work on updating the Comprehensive Plan for the City of Pipestone.

Slayton Senior Housing— On March 16, Slayton City Council approved a contract for \$8,500 for the SRDC to assist the new nonprofit, Operation Prairie Venture (OPV), with both creating a strategic plan and implementing it in order to create new opportunities for senior housing and care in the area. Since then staff have met with OPV board members on several occasions via Zoom and used online surveys and cloud documents to collaborate. OPV now has a mission/vision/value statement as well as a logo design near the final stage of completion. Staff is currently creating a survey and outreach plan, developing a web page template and a Facebook page and is gearing up for the next stage of strategic & marketing planning.

Solid Waste / Energy / Natural Resources

Solid Waste Commission— The Solid Waste Commission's Executive Committee held a conference call on Monday, April 27th. It was decided that a Zoom meeting would be the most appropriate action for the scheduled June 1st meeting.

Covid-19's spread has had a massive impact on the hog industry due to the indefinite closures of three of the largest pork processing plants. All together Smithfield Foods in Sioux Falls, Tyson Fresh Foods in Waterloo lowa, and our very own JBS pork processing in Worthington account for approximately 15% of all pork production in the United States. No matter how long the closures last, the effects are being felt by our agricultural producers who now cannot house, feed, or care for hogs that are ready for slaughter. State agencies estimate that there will be tens of thousands of hog carcasses that will not be processed. MPCA in cooperation with BAH has put together a resource to assist those producers in their stewardship of hog carcasses in a manner that protects the state's natural resources. Further information can be found at https://www.pca.state.mn.us/sites/default/files/wq-f6-07b.pdf.

Energy

RMEB— The RMEB canceled the full meeting scheduled for March 23, and opted to hold an executive committee conference call instead. The members took care of time-sensitive business and decided to virtually meet on June 1 via Zoom. All notifications regarding RMEB news and updates will be posted on the SRDC Facebook page in addition to the regular email notifications. As one agenda item on June 1, Commissioner Tuma from the Public Utilities Commission and representatives from the Great Plains Institute plan to have a dialogue around transmission constraints in Southwest Minnesota and siting of industrial scale solar on prime farmland. On May 11, Gene Metz had an article published on the Minnesota Reformer website that advocates for the Clean Energy First and the ECO acts, which can be found at https://minnesotareformer.com/2020/05/11/clean-energy-policies-can-help-drive-economic-development-in-rural-minnesota/.

CERTs—In an effort to stay connected with everyone working from home, CERTs now have standing Wednesday lunch check-ins and Friday morning coffee hour meetings that are informal meet ups to gather, laugh, share and chat. Additionally, CERTs are re-evaluating priority work plan tasks based on the current changes brought about by COVID-19 policy responses.

SW Steering Committee— Met on April 17. We do seem to have at least three key areas that we can attempt to focus on going forward.

- <u>Schools</u>— While teachers and principals may be overwhelmed, facilities managers may see this as an opportunity to get some building projects done, and some contractors may be willing to discount since they are seeking work.
- Businesses and PACE— Again, while some business may be uncertain of their future, those that are

- confident that they will bounce back could seize on some opportunities to do some remodeling and retrofits.
- <u>Home Efficiency</u>— Since many more people are home, could we partner with some utilities to get some education/outreach done for households?

GreenStep Cities:

Marshall has been busy updating B3 data for all of its buildings, creating infographics and pulling metrics for reaching Step 4. They just received notice that they will get a GreenCorps VISTA to mostly work on tree inventories and Ash Borer.

Staff has been assisting a state-wide effort to host four webinars discussing topics that relate to Best Practice 12.5, Telecommuting and TeleHealth and Best Practice 24, Benchmarking and Community Engagement.

- Session 1 May 4 (COMPLETED) "Public Meetings in the Age of Social Distancing" Presented by Pam Whitmore from League of MN Cities.
- Session 2 May 18th Telework
- Session 3 May 27th Virtual Engagement
- Session 4 June 8th Telehealth

Communications Report—May 2020

Local Communication Assistance—Staff is currently assisting Friends of the Casey Jones Trail Association with marketing and outreach efforts. The first priority for the group is working on a new logo. The next meeting is scheduled for May 20 via Zoom.

Website work has also begun with the Slayton Senior Housing (Operation Prairie Venture) project. Social media pages, logo and website reveal are planned for June, coinciding with the kick off of outreach initiatives.

Staff is available to assist with local communication/marketing planning, ADA document compliance, document design, branding, etc.

MADO Quarterly Communications and Marketing Meeting—Met via Zoom on April 30. Topics discussed were RDO Covid-19 Responses, changes to internal communication strategies due to staff working from home, electronic public engagement, and the MADO website. SRDC staff currently manages the MADO website. The group will be looking at website analytics to get a better sense of how to improve the website. Another consideration is MADO's "After COVD Response"—Communication staff will be working with Executive Directors and Ecoomic Development staff to discuss MADO COVID-19 impact communication.

SRDC Facebook Page— May 2nd marks two years of the SRDC on Facebook. Two-year benchmark data is available on the next page (page 52).

Communications Plan— The Certified Public Communicator (CPC) Cohort has been in regular contact to share ideas, pose questions, and discuss crisis communication efforts during this time. The final Communication Plan draft will be due to TCU in June. Summer training is scheduled for July 19-24.

If you have questions about the Communications Report, please contact Jessica Welu, Communications Specialist, at 507-836-1644 or via email at jessicaw@swrdc.org.



Two Year Facebook Analytics

May 2, 2018



SRDC's Facebook page started

May 2, 2019



88 Followers

May 2, 2020



168 Followers

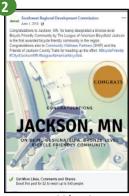
Organic Increase in Likes and Follows 67% increase in Likes and a 91% increase in Followers since 2019

Top Facebook Posts

Based on most engagement; including likes, comments, clicks, and/or shares.



R: 1,043 | E: 452







R: 1,782 | E: 351

R: 759 | E: 327

R: 630 | E: 223









R: 819 | E: 175

R: 226 | E: 90











R: 254 | E: 78

Follower Demographics

Female: 66 % Male: 34% Age 18-24 .69% 25-34 35-44 45-54 25%

10% 65+

Followers From:

55-64



Facebook Goals 2020-2021

- 1. Increase likes & follows by 45%.
- 2. Increase storytelling & showcase points of pride.
- 3. Increase SRDC-created photos, videos & graphics.
- 4. Increase post engagment by 35%.

How We Compare

RDO	Since	:	2
WCI	8/2009	1,952	2,198
R5DC	4/2010	517	567
ECRDC	7/2010	171	210
MMDC	10/2011	164	196
R9DC	3/2012	913	1027
UMVRDC	5/2013	216	252
ARDC	11/2013	216	251
SRDC	4/2018	145	168
NWRDC	4/2019	26	29
HRDC	1/2020	51	53
	Data as d	of May 4	1, 2020

Revolving Loan Fund (RLF) Report — May 2020

A. RLF PLAN CHANGES FOR SRDC FULL COMMISSION CONSIDERATION

- 1. A RLF Plan suggested change, on page 17, regarding late charges includes the following: "The loan client shall pay a late charge of five percent (5%) of the payment due of principal or interest." The suggested change is to change "or" to "and".
- 2. EDA has provided some draft language for RLF Plan considerations in light of COVID-19. The following language was discussed with members: "During an emergency declaration, the RLF Committee will have the ability to expedite special financing mitigation with borrowers."

B. FUNDS AVAILABLE

Funds are currently available in the approximate amount of \$244,500. A Redwood County loan closed in the amount of \$25,000 in April.

Interest rates are as low as 4%. The SRDC RLF Application (fillable) and Requirements Checklist is updated online and can be found at http://www.swrdc.org/economic-development/revolving-loan-funds/.

C. RECENT ACTIVITY

RLF Committee—The committee meets as needed. The committee last met on April 8.

COVID-19 Deferment Option— The RLF Committee did approve offering a 3-month principal and interest deferment option to all RLF loan clients for their April 1, May 1 and June 1 ACH payments. Interest will still accrue during the deferment time. About 2/3 of loan clients opted for deferment.

Servicing Issues—On-going loan servicing issues continue to be addressed. There is one business in Redwood County of particular concern. The SRDC received bankruptcy notice with the lender's meeting scheduled for May 20 and the automatic stay on any collection efforts is lifted July 20.

Federal Reserve Bank of Minneapolis— We've been partnering with the Federal Reserve Bank of Minneapolis to gauge the economic effects on businesses across the Ninth District, a region that includes Minnesota, the Dakotas, Montana, parts of Wisconsin, and Michigan's Upper Peninsula through survey distribution. They are open to 30-minute online discussions about survey results and business conditions. Their availability is late May or early June.

Council of Development Finance Agency (CDFA)— Staff has been asked to present as part of CDFA's Digital Training Institute in 2021. The topic will be "Marketing your RLF Program."

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.

Property Assessed Clean Energy (PACE)

Revolving Loan Fund Report — May 2020

A. FUNDS AVAILABLE

Funds are currently available in the approximate amount of \$104,678 (PACE ARRA Funds) and \$326,900 (PACE SEP Funds).

27 loans have been approved thus far, totaling \$972,212.06. We have now utilized all of the original ARRA loan funds one time. Of the original bank interest that had to be added to principal, there remains \$423 to loan out. The rest of the balance would be loan principal repaid to us that we are using to continue to revolve the fund.

B. PACE COMMITTEE

The committee meets as needed or in conjunction with the RMEB. The committee last met February 21. The committee will next meet on June 1. Committee members are Metz, Wildermuth, Wachal, VanDeVere and Purvis.

C. GENERAL INFORMATION

PACE is available to small businesses, including agri-businesses.

COVID-19 has drastically decreased the inquiries we've received for PACE and energy efficiency projects. An outreach plan has been drafted and discussions with CERTs staff will take place on May 18 regarding contractor and ag producer contacts.

If you have groups in your area that would benefit from hearing about PACE, please contact Robin.

Free energy assessments through ReTAP have been put on hold due to COVID-19. To get on their calendar, please contact Robin.

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.

Transportation Report—May 2020

SRDC Transportation Committee— The Transportation Committee meeting scheduled for March 31 was officially canceled. Any future meeting dates are TBD and duties have been carried out electronically. Staff met with MnDOT District planners and the central office via Zoom to discuss the work activities for the SRDC-MnDOT contract. The program and any changes were shared with the Transportation Committee electronically, followed by a comment period.

Area Transportation Partnerships:

<u>ATP 7</u> — ATP 7 is scheduled to meet on June 12. ATP 7 recommendations and amendments of projects to be included in the STIP can be found at http://www.dot.state.mn.us/d7/atp/minutes.html.

<u>ATP 8</u> — The ATP 8 in-person meeting scheduled for April 10 was canceled. Voting members were sent materials on April 10th that required actions by April 14th. http://www.dot.state.mn.us/d8/atp/.

Staff provided comments for pre-conceptual designs for selected intersections in MnDOT District 8 as part of the District 8 Freight Plan efforts.

Updates on MnDOT road projects can be found at http://www.dot.state.mn.us/roadwork/ and selecting the region on the map. The South-Central District or District 7 includes Cottonwood, Jackson, Nobles and Rock Counties. The Southwest District or District 8 includes Pipestone, Murray, Lincoln, Lyon and Redwood Counties.

District 8 Freight Plan Virtual Advisory Committee— Staff met with the District 8 Freight Plan Technical Team virtually on April 1st to review/ provide comment on draft improvement concepts proposed by S.E.H. Architects. The Technical team will meet again virtually on June 2nd, to review the final plan.

Regional Transportation Coordination Council (RTCC)— The RTCC planning group has reached an agreement on the membership of the Council. The RTCC will be under the auspices of United Community Action Partnership, (UCAP). After staff analysis of UCAP's structure and by-laws, it was determined that the RTCC will operate similarly as their Head Start Committee. UCAP will be submitting the implementation grant application soon. The RTCC by-laws and committee language has been submitted to UCAP for their review.

Quarterly Transportation Planners Meeting—Staff attended the online quarterly transportation planners meeting on April 15th. Topics included demonstration projects, Progress on the State-Wide pedestrian Plan, Pedestrian Safety Campaign updates and advancing equity within the transportation system. The next quarterly meeting is tentatively scheduled for August 18th-19th in Bemidji.

Active Living— Statewide Health Improvement Partnership (SHIP) Community Leadership Teams (CLT)

SHIP – SHIP staff is looking into getting an adaptive 3-wheel bicycle for the existing bike-share programs in Marshall to be hosted at the Adult Community Center as well as in Luverne. May is National Bike Month with "Bike to Anywhere" promotion going on. SHIP is also looking to host a virtual bike rodeo in Lincoln County (Tyler), and sidewalk stencils are being utilized at local parks, businesses & schools, including at Murray County Central.

In Tracy, staff from SRDC and SHIP met with Jeff Carpenter virtually to discuss ways to move forward on their Active Living plan.

Safe Routes to School— The City of Tyler and the Jackson School District were awarded Planning Grants. SRDC is working on contract details now and work will begin July 2020. The contract budget for these two planning projects is \$50,082.



