



# ANNUAL MEETING

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Thursday, September 10, 2020  
3:30 p.m.



**Zoom Meeting:** <https://us02web.zoom.us/meeting/register/tZclduivrz4vGN13iYN71bwUfG3eFX0-6672>

**Call In:** 1-312-626-6799 | **Meeting ID:** 838-1171-5529



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## AGENDA

#	<u>Time</u>		<u>Page</u>
1	3:30 p.m.	<b>Call to Order &amp; Pledge of Allegiance</b>	
2	3:30 p.m.	<b>Introductions</b>	
3	3:35 p.m.	<b>Additions to and Approval of Agenda</b> <b>Action Needed: Approve Agenda</b>	
4	3:37 p.m.	<b>Consent Agenda Items</b> <ul style="list-style-type: none"><li>July 9, 2020 Full Commission Meeting Minutes</li><li>July &amp; August Receipts &amp; Expenditures Report</li><li>EDA Resolution</li><li>Minnesota Rural Broadband Coalition Financial Services Contract</li><li>Southwest Health and Human Services Contract</li><li>Friends of the Casey Jones Trail Association Contract Amendment</li></ul> <b>Action Needed: Approval of Consent Agenda Items</b>	4-8 9-34 35 36-37 38-39 40
5	3:40 p.m.	<b>Finance Reports</b> — <i>Treasurer Gravley &amp; Finance Director Crowley</i> <ul style="list-style-type: none"><li>Treasurer's Report, including bank accounts and investments</li><li>Annual Report as of June 30, 2020</li></ul> <b>Action Needed: Approval of Treasurer's Report</b> <b>Action Needed: Approval of Annual Report</b>	41 42
6	3:50 p.m.	<b>Project Reviews</b> — <i>Staff</i> As of the mailing there are 2 Project Reviews for Commission consideration.	43-45
7		<b><u>Committee &amp; Staff Reports</u></b>	
a	4:00 p.m.	<b>Budget &amp; Personnel Committee</b> — <i>Committee Chair Gravley</i> <ul style="list-style-type: none"><li>Personnel Policies</li></ul> <b>Action Needed: Approve Committee Recommendations</b>	46-92
b	4:10 p.m.	<b>Development Report</b> — <i>Staff</i>	93-95

c	4:20 p.m.	<b>Communications Report</b> — <i>Communications Specialist Welu</i>	96
d	4:25 p.m.	<b>Revolving Loan Funds</b> — <i>RLF Committee Chair Byrnes &amp; Economic Development Director Weis</i>	
		• Commissioners will be updated on current RLF activities.	97
		• Commissioners will be updated on the Property Assessed Clean Energy (PACE) loan fund program.	98
e	4:35 p.m.	<b>2020 Regional Project of the Year</b> — <i>Chairman Kuhle</i> Introduction of Regional Project of the Year recipient World Mart	99
		• Accepting Award: Nathalie Nkashama	
f	4:45 p.m.	<b>Transportation Report</b> — <i>Committee Chair VanDeVere and staff</i>	100-101
9	5:05 p.m.	<b>SRDC Executive Director Jay Trusty's Address</b>	
		• Looking Forward on FY2021	
10	5:15 p.m.	<b>SRDC Chairman Mike Kuhle's Address</b>	
11	5:25 p.m.	<b>Election of Officers</b> — <i>Chairman Kuhle</i> Report from SRDC Nominating Committee Members:	
		• Vice-Chair, 2 Year Term	
		• Treasurer, 1 Year Term	
		• Secretary, 1 Year Term	
		<b>Action Needed: Elect Officers</b>	
12		<b>Unfinished Business</b>	
13		<b>New Business</b>	
14		<b>Announcements</b> SRDC Commissioner vacancies exist from the following representation: Lyon County Municipalities, Redwood County Municipalities, Redwood County Townships, Region 8 School Boards, and Region 8 Cultural Diversity.	
		• SRDC Board of Directors Meeting: October 8 <sup>th</sup> 2020 at 3:30 p.m. via Zoom	
		• SRDC Offices closed on Wednesday, November 11 <sup>th</sup> in observation of Veteran's Day.	
		• SRDC Full Commission Meeting: Thursday, November 12 <sup>th</sup> .	
15	5:35 p.m.	<b>Adjournment</b>	



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**MEMBERS PRESENT** Chairman Mike Kuhle, Commissioners Donna Gravley and Richard Peterson  
**IN-PERSON:**

**MEMBERS PRESENT** Commissioners Rick Anderson, JoEllen Benson, Bob Byrnes, Miron Carney,  
**VIA ZOOM:** Bill Crowley, Keith Elbers, Lori Grant, Eric Hartman, Tom Hoff, Myron Koets,  
Bruce Kooiman, Paul Langseth, Jeff Moen, Mic VanDeVere, Bob Van Hee, Don  
Wachal, Shanda Walker, and Dennis Welgraven

**MEMBERS ABSENT:** Commissioners Eriann Faris, Stacie Golombiecki, Daryl Hanenburg, Dennis  
Klingbile, Ann Orren, Terry Quiring, Jane Steffen/Nora Murphy, Sherri  
Thompson, Carol Wagner and Matt Widboom

**STAFF PRESENT:** Executive Director Jay Trusty, Rosemary Bruce-White, Dianne Crowley, Jason  
**(IN-PERSON)** 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 roll-call introductions.

### **AGENDA ADDITIONS/APPROVAL**

There were no additions to the agenda.

M/S/P Motion made by Commissioner Gravley and seconded by Commissioner Peterson to approve the agenda as presented. Upon vote taken: Ayes-21, Nays-0. Motion Carried.

### **CONSENT AGENDA**

Chairman Kuhle noted there was one correction to the May 14, 2002 Full Commission Minutes.

M/S/P Motion made by Commissioner Peterson and seconded by Commissioner Gravley to approve the following consent agenda items: May 14, 2020 Full Commission Minutes with correction, June 11, 2020 Board of Directors Minutes, and June Receipts & Expenditures Report. Upon vote taken: Ayes-21, Nays-0. Motion Carried.

### **FINANCE REPORT**

SRDC Treasurer Donna Gravley referred Commissioners to the Treasurer's Report, showing bank accounts and fund designations. All tax settlements have been received. There were no questions.

M/S/P Motion made by Commissioner Langseth and seconded by Commissioner Hartman to approve the Treasurer's Report as provided. Upon vote taken: Ayes-21, Nays-0. Motion Carried.

Finance Director Dianne Crowley referred Commissioners to the Administrative Report through the end of June 2020. Crowley highlighted several line items. Crowley noted that tax collection exceeded the budget by 4%. The projected use of budgeted reserves is 27%.

M/S/P Motion made by Commissioner Wachal and seconded by Commissioner Elbers to approve the Administrative Report as provided. Upon vote taken: Ayes-21, Nays-0. Motion Carried.

## PROJECT REVIEWS

Development Planner Rosemary Bruce-White presented on an Environmental Assessment Review for the Van Ede swine finishing facility in Nobles County.

M/S/P Motion made by Commissioner Hartman and seconded by Commissioner Langseth to accept the Project Review as presented. Upon vote taken: Ayes-21, Nays-0. Motion Carried.

## COMMITTEE AND STAFF REPORTS

### A. Development Report

Commissioners were referred to their meeting packet which contained staff summaries/updates. Deputy Director Robin Weis provided an update on the EDA 2018 Disaster NOFO and reminded Commissioners that all nine counties within the region are eligible under this NOFO. This is an 80% grant, 20% match for infrastructure projects. Jackson County RLF offered a 3-month interest and principal deferment for June, July, and August to current clients. Three of the five clients took the deferment option. Weis reported on the four CARES Act Opportunities available through the Federal EDA: Institutional Grants, RLF, Competitive Grants and CARES Act Funds. Institutional Grants are available for current grantees for up to \$400,000 for a two-year workplan. SRDC has submitted for the grant with primary work activities being a Regional Disaster Economic Recovery Coordinator and the development of a regional resiliency plan and regional recovery assistance. The RLF opportunity is also available for current grantees. SRDC submitted an application to create a COVID-19 RLF in the amount of \$1,480,000 plus an additional \$148,000 for administration. SRDC is awaiting final approval of the grant applications. The Competitive Grant is an 80% grant, 20% match available for all eligible applicants. All areas across the United States are able to apply as COVID-19 has been added to the distress criteria. Funds available under the Competitive Grant are between \$100,000 and \$30 million. Weis has had many conversations regarding prospective projects already, including business assistance in regards to retention, trails, daycare, and broadband. The CARES Act Funds are available to Counties, Cities and Townships. At least 10% of funds must be dedicated to economic development. Discussion regarding the CARES Act opportunities followed.

Development Planner Rosemary Bruce-White provided an update on the City of Pipestone Comprehensive Plan Update. The Solid Waste Commission met via Zoom on June 1<sup>st</sup> and is

scheduled to meet next via Zoom on July 27<sup>th</sup>. Amanda Cotton from MPCA will present on e-waste and wind turbine stewardship.

Development Planner Jason Walker reported on the June 1<sup>st</sup> RMEB Meeting. Commissioner Tuma from the Public Utilities Commission asked the RMEB to host a summit where Midcontinent Independent Systems Operator (MISO) comes to Southwest Minnesota. The Executive Committee met June 29<sup>th</sup> to organize this summit. RMEB will be working with the Great Plains Institute on an October summit. The next RMEB meeting is scheduled for July 27<sup>th</sup> via Zoom. Tara Ritter is expected to present on the Murray County Energy Dialogues. Walker also provided an update on CERTs work, the SW Steering Committee meeting held June 17<sup>th</sup> via Zoom, and GreenStep Cities' recent TeleHealth webinars.

Executive Director Jay Trusty reported that he has had requests for a regional meeting to discuss the CARES Act funding and regional priorities. It appears that many counties are looking at having subcommittees, otherwise there are still more questions than answers. The tentative plan is to have a regional meeting with invites to counties, cities, townships, and per request, superintendents. The meeting will likely occur in two weeks. Discussion followed.

#### B. Communications Report

Communications Specialist Jessica Welu provided an update on marketing assistance with the Friends of the Casey Jones State Trail Association and Operation Prairie Venture. A logo has been finalized for the Friends of the Casey Jones State Trail Association. Operation Prairie Venture has received an RSDP grant and hired Rajeev Atha, an architecture/design grad student at the U of Minnesota, to help create a master design plan for older adult spaces in Slayton. Atha has experience with green spaces and renewable energy. Walker and Welu have created a survey and outreach plan, developed a website and a Facebook page and are gearing up for the next stage of strategic & marketing planning. Welu also provided an update on the Minnesota Network Learning Cohort and the Communication Plan.

#### C. Revolving Loan Fund

Committee Chair Bob Byrnes reported referred Commissioners to their meeting packets for the RLF report. Funds are currently available in the approximate amount of \$180,254. Two loans closed in June, one in Jackson County and one in Redwood County. Two applications are awaiting consideration, and several others are in the pipeline. Commissioners were then referred to the COVID-19 RLF flyer in the packets. THE RLF Committee has mirrored the application and terms for the COVID-19 RLF in the SRDC RLF Plan. This is an exciting opportunity for the region and it's anticipated that similar to the disaster RLF, once revolved, the COVID-19 RLF funds will be combined with the SRDC RLF and remain an asset to the region for a long time. Byrnes also noted that there has been recent action to de-federalize the RLF. Byrnes also reported that regular payments have resumed July 1<sup>st</sup> for RLF clients who took the three-month deferment option.

Deputy Director Robin Weis that the SRDC RLF Plan and COVID-19 RLF Plan have been either modified or created to include EDA flexibilities. One of those flexibilities is that no primary lender is needed. The flexibilities only go through May 6, 2021. After that date, they will need to be removed from the RLF Plan. Weis also provided comment on the regulations that are in place as part of the RLF being federalized.

Executive Director Jay Trusty also noted that NADO is looking for cosponsors to the de-federalization legislation being led by Representative Peterson. The legislation has bipartisan coauthors in both the house and senate. Questions and discussion followed.

### PACE

Deputy 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 \$117,107 (PACE ARRA Funds) and \$326,897 (PACE SEP Funds). Twenty-seven loans been approved thus far. The PACE Committee last met June 29<sup>th</sup> for an orientation, and will next meet on July 27<sup>th</sup> via Zoom. One application has been received and will be considered when the energy audit results are submitted. Staff is working with CERTs on mapping projects, success stories, and the development of a PSA. COVID-19 put free energy assessments on hold, but ReTAP assessments have now resumed again.

### D. Transportation Report

Development Planner Rosemary Bruce-White provided an update on ATP 7's June 12<sup>th</sup> Zoom meeting. The interim budget report showed that while there was a decrease in gas sales, car sales and licensing revenue, particularly in March, the discrepancies have not been as bad as previously projected. ATP 8 let met on June 26 via Webex. Links to ATP meeting materials were provided and Commissioners were encouraged to contact Bruce-White with any concerns or questions about navigating and disseminating information from MnDOT. Commissioners were referred to their meeting packets for a table of upcoming ATIP projects in the region.

Development Planner Jason Walker provided an update on Active Living and SHIP projects. Commissioners were referred to their meeting packets for the meeting minutes from the Minneota Active Living meeting on June 16<sup>th</sup> and the Tracy Active Living meeting on June 24<sup>th</sup>. Tracy is looking at ways to improve active living plans as part of the City's Strategic Plan and is planning on budgeting for a crosswalk across Hwy 14. Safe Routes to School work will begin soon with a kickoff meeting in Tyler scheduled for August 27<sup>th</sup>. A kickoff meeting is also being scheduled for Jackson. Walker attended the statewide SRTS meeting today. Once the Governor's orders for the coming school year are known, SRTS will have a better idea on this year's planning process. It is expected that busses will be at 50% capacity. Ideas about how to alleviate congestion in front of schools, and encouraging outdoor activities have already begun.

### E. Executive Director's Report

Executive Director Jay Trusty reported that the RTCC Implementation Plan has been finalized with UCAP and will function as an ad hoc committee of UCAP. Trusty attended the UCAP Board meeting last week. MnDOT has approved the Implementation Plan. It has now been nearly five years since the last update to the Human Services Transit Plan. An update will be part of the next steps. Regional Sustainable Development Partnership (RSDP) has approved a \$7,500 grant to work with University of Minnesota on a solar siting project. The grant did partially fund a student to provide GIS work on the project. Trusty has been working on an update to the SRDC Personnel Policies. It will be ready for staff review soon. AURI has requested assistance on determining the feasibility and funding of mid-level slaughter facilities. Trusty also reported on the recent meeting of the Friends in the Field, applicants for the Finance Director and Economic Recovery Specialist positions, and the Southwest Minnesota Housing Partnership's Strategic Planning process. Questions and discussion followed.

F. Chairman's Report

Chairman Mike Kuhle reported that City of Worthington officials met on July 3<sup>rd</sup> with Senator Klobuchar in Worthington. The meeting was to introduce her broadband and infrastructure bill, which has bipartisan support. Kuhle also noted the state legislature is going into special session again next week and expressed hope for a productive session.

**UNFINISHED BUSINESS**

No discussion.

**NEW BUSINESS**

The floor was opened for discussion for Commissioners to provide updates on COVID-19 work in their communities. There were no comments.

**OTHER ISSUES**

Chairman Mike Kuhle announced the Annual Meeting is scheduled for September 10<sup>th</sup> at Take 16 Brewery in Luverne. At this time, it is uncertain whether the meeting will be able to take place in person as planned. There will be an Annual Meeting of some sort on that day. If need be, the Annual Meeting could be moved to a virtual meeting. Discussion followed.

**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 4:45 p.m.

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**APPROVAL OF MEETING MINUTES**

Meeting Minutes prepared by Jessica Welu, SRDC Communications Specialist.

Reviewed by:

Richard Peterson  
SRDC Secretary

Approved by:

Mike Kuhle  
SRDC Chairman



## Southwest Regional Development Commission

## Cash Receipts Report

July, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	Calix: MN Broadband Coalition Membership	2840	975	7/1/2020		CR	Calix	\$500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4642-760	665-00-11-20	Memberships/Dues/Contrib	MN Rural Broadband Coa		\$500.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$500.00				
Received EFT	RLF Loan Payments	2884	192	7/1/2020		CR	RLF Loan Borrowers	\$16,332.30
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2399-911	381-00-00-00	Loan Clearing	EDA RLF Overall		\$16,332.30			
Check	Jackson County: PACE Loan Paymts (REGIER) (Interest Only)	2914	1005	7/1/2020		CR	Jackson County	\$876.93
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1331-181	222-84-00-00	Accounts Receivable	PACE Default		\$876.93			
1495-181	222-84-00-00	Due To/Due From	PACE Default	\$876.93				
Check	Jackson County: PACE Loan Paymt (REGIER) (Principal Only)	2915	82	7/1/2020		CR	Jackson County	\$1,318.53
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1331-181	222-84-00-00	Accounts Receivable	PACE Default		\$1,318.53			
Check	Jackson County: PACE Loan Paymt (HI-LO) Principal Only	2916	82	7/1/2020		CR	Jackson County	\$1,392.40
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1331-181	222-84-00-00	Accounts Receivable	PACE Default		\$1,392.40			
Check	Jackson County: PACE Loan Pymts (HI-LO) Interest Only	2917	1005	7/1/2020		CR	Jackson County	\$369.43
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1331-181	222-84-00-00	Accounts Receivable	PACE Default		\$369.43			
1495-181	222-84-00-00	Due To/Due From	PACE Default	\$369.43				
Check	Jackson County: Taxes	2918	1006	7/1/2020		CR	Jackson County	\$27,751.99
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1311-001	000-00-00-00	Current Taxes Receivable	Default		\$27,398.76			
1312-001	000-00-00-00	Delinquent Taxes Receivab	Default		\$353.23			
Check	Friends of Casey Jones Trail: Contract - May 2020	2885	992	7/6/2020		CR	Friends of Casey Jones Trail	\$450.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$450.00			
Check	Blue Earth County: PACE Payment	2912	1004	7/6/2020		CR	Blue Earth County	\$268.57
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1331-181	222-84-00-00	Accounts Receivable	PACE Default		\$268.57			
1495-181	222-84-00-00	Due To/Due From	PACE Default	\$268.57				

## Southwest Regional Development Commission

## Cash Receipts Report

July, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	Blue Earth County: PACE Loan Payment	2913	81	7/6/2020		CR	Blue Earth County	\$768.01
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1331-181	222-84-00-00	Accounts Receivable	PACE Default		\$768.01			
Check	City of Slayton: Slayton Housing Contract	2886	993	7/9/2020		CR	City of Slayton	\$1,860.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$1,860.00			
Check	City of Pipestone: Comp Plan Contract	2887	993	7/9/2020		CR	City of Pipestone	\$630.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$630.00			
Check	Jackson County: RLF Contract	2888	993	7/9/2020		CR	Jackson County	\$904.45
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$904.45			
Check	Dale/Heidi Frier (Heritage Event Ctr: RLF Application Fee	2902	194	7/13/2020		CR	Dale/Heidi Frier (Heritage Eve	\$150.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2317-911	381-00-00-00	Prepaid-Application Fees	EDA RLF Overall		\$150.00			
Check	SWMHP: June 2020 Monthly Costs	2909	1003	7/13/2020		CR	SWMHP	\$2,438.43
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1335-051	000-00-00-00	Accts Receivable-SWMHP	Default		\$2,438.43			
1495-051	000-00-00-00	Due To/Due From	Default	\$2,438.43				
Check	SWMHP: June 2020 Financial/Secretarial Costs	2910	1003	7/13/2020		CR	SWMHP	\$665.75
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$665.75			
Check	SWMHP: July 2020 Lease Payment	2911	1003	7/13/2020		CR	SMWHP	\$2,749.98
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
7314-001	994-00-22-00	Interest Paid	CC-Space		\$232.50			
9212-001	000-00-00-21	Lease Payment	Unrestricted - FY21		\$473.29			
2621-021	000-00-00-00	Obligation-Capital Lease	Default		\$473.29			
1497-021	000-00-00-00	Amt To Be Provided-Orig B	Default		(\$473.29)			
7314-001	994-00-22-00	Interest Paid	CC-Space		\$526.03			
9212-001	000-00-00-21	Lease Payment	Unrestricted - FY21		\$1,518.16			
2621-022	000-00-00-00	Obligation-Capital Lease	Default		\$1,518.16			
1498-022	000-00-00-00	Amt To Be Provided-Bldg A	Default		(\$1,518.16)			
1495-021	000-00-00-00	Due To/Due From	Default	\$473.29				
1495-021	000-00-00-00	Due To/Due From	Default	(\$473.29)				
1495-022	000-00-00-00	Due To/Due From	Default	\$1,518.16				
1495-022	000-00-00-00	Due To/Due From	Default	(\$1,518.16)				

## Southwest Regional Development Commission

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July, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	A.C.E. of SW MN: Copies/Postage (June 2020)	2903	1000	7/15/2020		CR	A.C.E. of SW Minnesota	\$128.15
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1332-001	000-00-00-00	Accts Receivable-A.C.E.	Default		\$128.15			
Check	Glidden Construction: RLF Loan Repayment (NSF)	3003	209	7/15/2020		CR	Glidden Construction	\$198.71
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2399-911	000-00-00-00	Loan Clearing	Default		\$188.71			
4322-911	381-00-70-21	Loan Servicing Fee	EDA-RLF Adm FY21		\$10.00			
Check	Glidden Construction: NSF Fee	3004	1034	7/15/2020		CR	Glidden Construction	\$20.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4322-911	381-00-70-21	Loan Servicing Fee	EDA-RLF Adm FY21		\$20.00			
1495-911	381-00-70-21	Due To/Due From	EDA-RLF Adm FY21	\$20.00				
Check	University of MN: CERTS (Green Step)	2904	1001	7/17/2020		CR	University of Minnesota	\$1,184.83
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$1,184.83			
Check	University of MN: CERTS #6	2905	1001	7/17/2020		CR	University of Minnesota	\$9,894.59
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$9,894.59			
Check	Smith Hauling Services: RLF Application Fee	2900	193	7/20/2020		CR	Smith Hauling Services LLC	\$150.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2317-911	381-00-00-00	Prepaid-Application Fees	EDA RLF Overall		\$150.00			
Check	SWHHS: June 2020 Contract	2901	999	7/20/2020		CR	SWHHS	\$315.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$315.00			
Check	Annette Fiedler: August Health Insurance (COBRA)	2898	998	7/24/2020		CR	Annette Fiedler	\$804.33
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1331-001	000-00-00-00	Accounts Receivable	Default		\$804.33			
Check	City of Pipestone: Comp Plan Contract - June 2020	2899	998	7/24/2020		CR	City of Pipestone	\$810.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$810.00			
Check	Friends of the Casey Jones Trails: June Contract	2889	994	7/27/2020		CR	Friends of the Casey Jones Tra	\$60.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$60.00			

## Southwest Regional Development Commission

## Cash Receipts Report

July, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	United Community Action: RTCC June Contract 2020	2890	994	7/27/2020		CR	United Community Action	\$2,605.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$2,605.00			
Check	Koochiching County: MN Rural Broadband Coalition Membership	2891	995	7/27/2020		CR	Koochiching County	\$500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4642-760	665-00-11-20	Memberships/Dues/Contrib	MN Rural Broadband Coa		\$500.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$500.00				
Check	Cooperative Light: Day of the Hill Regist (Kevin Olson)	2892	996	7/27/2020		CR	Cooperative Light	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Check	Janet Keough: Day of the Hill Regist - (MN Rural Broadband)	2893	996	7/27/2020		CR	Janet Keough	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Check	Pamela Rosenau: Day at the Hill Regist (MN Rural Broadband)	2894	996	7/27/2020		CR	Pamela Rosenau	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Check	Julie Foote: Day of the Hill Regist (MN Rural Broadband)	2895	996	7/27/2020		CR	Julie Foote	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Check	IF Initiative Foundation: MRBC Speed Test Grant	2896	997	7/27/2020		CR	IF Initiative Foundation	\$10,000.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4274-760	665-00-49-20	Initiative Foundations	MN Rural Broadband-Spe		\$10,000.00			
1495-760	665-00-49-20	Due To/Due From	MN Rural Broadband-Spe	\$10,000.00				
Check	SW Initiative Foundation: MRBC Speed Test (MN Rural Broadbd	2897	997	7/27/2020		CR	Southwest Initiative Foundatio	\$10,000.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4274-760	665-00-49-20	Initiative Foundations	MN Rural Broadband-Spe		\$10,000.00			
1495-760	665-00-49-20	Due To/Due From	MN Rural Broadband-Spe	\$10,000.00				

## Southwest Regional Development Commission

## Cash Receipts Report

July, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Received EFT	Redwood County: Wetlands (In Lieu of Tax)	2908	1002	7/27/2020		CR	Redwood County	\$993.67
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4111-001	000-00-00-21	Tax Revenue	Unrestricted - FY21		\$993.67			
Check	AJS Family CORP: Legal Fees	3005	210	7/27/2020		CR	AJS Family CORP	\$150.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2314-911	381-00-00-00	Prepaid Receipts	EDA RLF Overall		\$150.00			
Check	AJS Family CORP: Origination Fee	3006	1035	7/27/2020		CR	AJS Family CORP	\$350.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4321-911	381-00-70-21	Loan Origination Fee	EDA-RLF Adm FY21		\$130.00			
8962-914	382-00-70-21	C-19 Finance Fees & Exp	Covid-19 RLF Adm FY21(C		\$20.00			
2314-911	381-00-00-00	Prepaid Receipts	EDA RLF Overall		\$200.00			
1495-911	381-00-70-21	Due To/Due From	EDA-RLF Adm FY21	\$130.00				
1495-914	382-00-70-21	Due To/Due From	Covid-19 RLF Adm FY21(C	\$20.00				
1495-911	381-00-00-00	Due To/Due From	EDA RLF Overall	\$200.00				
Check	Glidden Construction: RLF NSF Return Check	3000	208	7/28/2020		CR	Glidden Construction	\$188.71
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2399-911	381-00-00-00	Loan Clearing	EDA RLF Overall		\$188.71			
Check	Glidden Construction: NSF Check Fees	3001	208	7/28/2020		CR	Glidden Construction	\$15.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4322-911	381-00-70-21	Loan Servicing Fee	EDA-RLF Adm FY21		\$15.00			
Check	Glidden Construction: Bank NSF RLF Fees/Late Payment	3002	1033	7/28/2020		CR	Glidden Construction	\$54.44
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4322-911	381-00-70-21	Loan Servicing Fee	EDA-RLF Adm FY21		\$45.00			
4322-911	381-00-70-21	Loan Servicing Fee	EDA-RLF Adm FY21		\$9.44			
1495-911	381-00-70-21	Due To/Due From	EDA-RLF Adm FY21	\$45.00				
1495-911	381-00-70-21	Due To/Due From	EDA-RLF Adm FY21	\$9.44				
Other	Jackson Federal Savings/Loan: Interest Income	2906	75	7/31/2020		CR	Jackson Federal Savings/Loan	\$45.34
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-001	000-00-00-21	Interest Revenue	Unrestricted - FY21		\$13.60			
1351-001	000-00-00-00	Accrued Interest Rec'ble	Default		\$31.74			
Other	Jackson Federal Savings/Loan: RLF Interest Income	2907	73	7/31/2020		CR	Jackson Federal Savings/Loan	\$9.11
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-911	381-00-70-21	Interest Revenue	EDA-RLF Adm FY21		\$9.11			

## Southwest Regional Development Commission

## Cash Receipts Report

July, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Other	Minnwest Bank: PACE SEP Interest Income	2919	12	7/31/2020		CR	Minnwest Bank	\$41.65
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-124	222-84-10-00	Interest Revenue	PACE RLF Pgm-Property A		\$41.65			
Other	Currie State Bank: RLF Interest Income	2920	72	7/31/2020		CR	Currie State Bank	\$0.44
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-911	381-00-70-21	Interest Revenue	EDA-RLF Adm FY21		\$0.44			
Other	First Independent Bank: Interest Income	2921	72	7/31/2020		CR	First Independent Bank	\$8.54
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-001	000-00-00-21	Interest Revenue	Unrestricted - FY21		\$8.54			
Other	United Prairie Bank: Interest Income	2922	74	7/31/2020		CR	United Prairie Bank	\$6.83
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-001	000-00-00-21	Interest Revenue	Unrestricted - FY21		\$6.83			
Other	Minnwest Bank: Falcon Dev Interest Income	2923	27	7/31/2020		CR	Minnwest Bank	\$1.67
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-640	740-97-00-20	Interest Revenue	Falcon Development Corp-		\$1.67			
Grand Total:								\$98,062.78

## Southwest Regional Development Commission

## Check Register

July, 2020

Vendor Name	Transaction Date	Description				Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount ID
507 Design - Murray County Graphics	7/17/2020	Marketing: Employee A		7513-001	Adv/Mktg	\$445.00 000-00-00-20
	07/17/2020	Invoice	Paid			
Abila	7/14/2020	Hosting Setup		7921-001	SoftwMaint/Purch	\$785.00 994-00-24-00
	1050-1000058586	Invoice	Paid			
	7/14/2020	MIP Subscription - July		7921-001	SoftwMaint/Purch	\$508.00 994-00-24-00
	1050-1000058587	Invoice	Paid			
AFLAC	7/7/2020	AFLAC - 07/01/20		2161-001	Accident Insurance	\$58.52 000-00-00-00
	269069	Invoice	Paid	2162-001	Cancer Insurance	\$24.00 000-00-00-00
				2163-001	Dental Insurance	\$39.28 000-00-00-00
				2171-001	Disability Ins-After Tax	\$65.25 000-00-00-00
	7/17/2020	AFLAC - 07/15/20		2161-001	Accident Insurance	\$58.52 000-00-00-00
	525208	Invoice	Paid	2162-001	Cancer Insurance	\$24.00 000-00-00-00
				2163-001	Dental Insurance	\$39.28 000-00-00-00
				2171-001	Disability Ins-After Tax	\$65.25 000-00-00-00
	7/17/2020	RLF Loan Disbursement		8950-911	Loan Disbursements	\$15,000.00 381-00-10-21
	07/17/2020	Invoice	Paid			
	7/7/2020	Ad: Econ Recovery/Fina		7513-001	Adv/Mktg	\$75.00 995-00-00-00
	56368	Invoice	Paid	1411-001	Prepaid Expenses	\$75.00 000-00-00-00
Association of Minnesota Counties (A	7/17/2020	MN Rural Broadband: Q		8118-760	Ctr.Service-Outreach	\$3,750.00 665-00-11-20
	56375	Invoice	Paid	7834-760	MtgExp	\$19.26 665-00-11-20
	7/29/2020	Visa: 06/13/20 - 06/30/2		7513-001	Adv/Mktg	\$250.08 050-00-00-20
	07/29/2020	Invoice	Paid	7513-001	Adv/Mktg	\$247.07 050-00-00-20
Cardmember Services				7831-001	Supply	\$19.93 994-00-22-00
	7/29/2020	Visa: 07/01/20 - 07/15/2		7261-001	Postal Supplies/Maintenance	\$8.99 994-00-17-00
	07/29/2020	Invoice	Paid	7211-051	Postage	\$9.00 781-00-00-00
				7211-001	Postage	\$350.00 994-00-17-00
				8999-001	Miscellaneous	\$6.54 000-00-00-21
Citizen Publishing Co. (Cottonwood C	7/7/2020	Public Hearing Notice		7511-001	Print/Publ	\$68.60 000-00-00-20
	07/07/2020	Invoice	Paid			

## Southwest Regional Development Commission

## Check Register

July, 2020

Vendor Name	Transaction Date	Description				Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount ID
City of Slayton	7/7/2020	Sewer/Water: 05/21/20 - 0		7343-001	Water	\$43.14 994-00-22-00
XX-XXX5544	07/07/2020	Invoice	Paid	7343-051	Water	\$64.72 781-00-00-00
	7/27/2020	Building Insurance 06/08		1411-001	Prepaid Expenses	\$1,388.26 000-00-00-00
XX-XXX5544	07/27/2020	Invoice	Paid	7343-051	Water	\$1,997.74 781-00-00-00
Culligan Water Conditioning	7/7/2020	Water/Salt - June 2020		7364-051	Water/Culligan	\$10.31 781-00-00-00
	07/07/2020	Invoice	Paid	7364-001	Water/Culligan	\$28.87 994-00-22-00
David Samuelson	7/7/2020	Groundskeeping: June 2		7365-001	Groundskpg	\$46.00 994-00-22-00
XXX-XX-0234	07/07/2020	Invoice	Paid	7365-051	Groundskpg	\$69.00 781-00-00-00
Donald H. Wachal	7/28/2020	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-21
XXX-XX-1522	07/28/2020	Invoice	Paid			
Donna Gravley	7/28/2020	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-21
XXX-XX-0836	07/28/2020	Invoice	Paid	7121-001	Committee Exp	\$42.55 000-00-00-21
	7/28/2020	Commissioner Exp: 06		7111-001	Committee PerDiem	\$50.00 000-00-00-20
XXX-XX-0836	07/28/2020	Invoice	Paid			
Dust Tex Service Inc.	7/27/2020	1 Case of Towels		7361-001	Supply/Maint	\$24.01 994-00-22-00
	7064776	Invoice	Paid	7361-051	Supply/Maint	\$36.02 781-00-00-00
Eric A. Hartmann	7/28/2020	Commissioner Exp: 06		7111-911	Committee PerDiem	\$50.00 381-00-70-20
XXX-XX-8989	07/28/2020	Invoice	Paid			
Fleet Services Division	7/27/2020	June 2020 - Lease Paymen		6211-001	Lease	\$343.71 994-00-23-00
	07/27/2020	Invoice	Paid			
Frontier Communications	7/27/2020	Mthly Maint. Contract (		7421-051	Telephone	\$67.59 781-00-00-00
	07/27/2020	Invoice	Paid	7421-001	Telephone	\$36.39 994-00-21-00
	7/27/2020	Telephone: 07/04/20 - 0		7421-051	Telephone	\$522.98 781-00-00-00
	07/27/2020	Invoice	Paid	7421-001	Telephone	\$281.16 994-00-21-00
				1332-001	Accts Receivable-A.C.E.	\$0.44 000-00-00-00
Grants Management Systems	7/14/2020	Services: June 2020		7921-911	SoftwMaint/Purch	\$140.00 381-00-70-20
	70062020	Invoice	Paid			



## Southwest Regional Development Commission

## Check Register

July, 2020

Vendor Name	Transaction Date	Description				Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount ID
Jason Nielsen	7/29/2020	RLF Contracted Services:		8112-911	Ctr Service	\$50.00 381-00-70-21
	07/29/2020	Invoice	Paid			
Jeffry Moen	7/28/2020	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-21
XXX-XX-0926	07/28/2020	Invoice	Paid			
JobsHQ	7/17/2020	Ad: Finance Director		7513-001	Adv/Mktg	\$424.00 995-00-00-00
	07/17/2020	Invoice	Paid			
JoEllen M. Benson	7/28/2020	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-21
XXX-XX-0171	07/28/2020	Invoice	Paid			
Keith Elbers	7/28/2020	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-21
XXX-XX-5780	07/28/2020	Invoice	Paid			
League of Minnesota Cities	7/7/2020	Ad: Finance Director/Ec		1411-001	Prepaid Expenses	\$161.00 000-00-00-00
	07/07/2020	Invoice	Paid	7513-001	Adv/Mktg	\$161.00 995-00-00-00
Marilyn Samuelson	7/27/2020	July 2020 - Janitorial Ser		7351-001	Janitorial	\$328.00 994-00-22-00
XXX-XX-4649	07/27/2020	Invoice	Paid	7351-051	Janitorial	\$472.00 781-00-00-00
Marshall Independent	7/17/2020	Ad: Finance Director		7513-001	Adv/Mktg	\$258.00 995-00-00-00
	07/17/2020	Invoice	Paid			
Michael L. VanDeVere	7/28/2020	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-21
XXX-XX-7929	07/28/2020	Invoice	Paid			
NCPERS Group Life Ins.	7/27/2020	Pera Life: July 2020 Dedu		2174-001	PERA-Life Insurance Payable	\$48.00 000-00-00-00
	07/27/2020	Invoice	Paid			
Northwest Gas	7/7/2020	Fuel: 05/15/20 - 06/12/2		7342-001	Fuel	\$19.76 994-00-22-00
	07/07/2020	Invoice	Paid	7342-051	Fuel	\$28.43 781-00-00-00
One Office Solution	7/7/2020	Contract(SharpMX 6071)		7561-001	Copier Supplies/Maintenance	\$33.72 994-00-16-00
	252789	Invoice	Paid			
ProSoft Solutions, LLC	7/2/2020	MIP FA Training - NEW		7924-001	Software Purch/Implem Depr.	\$12,700.00 000-00-00-21
XX-XXX4934	7082	Invoice	Paid			

## Southwest Regional Development Commission

## Check Register

July, 2020

Vendor Name	Transaction Date	Description				Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount ID
Quill Corporation	7/7/2020	Ink Cartridge/ Ruled Pad		7563-001	Common Printer/Type Costs	\$92.64 994-00-16-00
	8126903	Invoice	Paid	7831-001	Supply	\$8.49 994-00-18-00
	7/7/2020	Hand Sanitizers		7831-051	Supply	\$23.10 781-00-00-00
	8148059	Invoice	Paid	7831-001	Supply	\$23.10 994-00-18-00
	7/29/2020	Colored Paper		7561-001	Copier Supplies/Maintenance	\$48.98 994-00-16-00
	7971177	Invoice	Paid			
Richard Anderson XXX-XX-2373	7/28/2020	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-21
	07/28/2020	Invoice	Paid			
Robert H. Van Hee XXX-XX-6773	7/28/2020	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-21
	07/28/2020	Invoice	Paid			
Schaap Sanitation	7/7/2020	Sanitation: 07/1/20 - 07/		7362-001	Sanitation Service	\$28.04 994-00-22-00
	1857503	Invoice	Paid	7362-051	Sanitation Service	\$42.07 781-00-00-00
Slayton EDA	7/14/2020	Lease Payment - July 202		1497-021	Amt To Be Provided-Orig Bldg	(\$928.01) 000-00-00-00
	07/14/2020	Invoice	Paid	1498-022	Amt To Be Provided-Bldg Addn	(\$2,573.15) 000-00-00-00
				9212-001	Lease Payment	\$928.01 000-00-00-21
				9212-001	Lease Payment	\$2,573.15 000-00-00-21
				2621-021	Obligation-Capital Lease	\$928.01 000-00-00-00
				2621-022	Obligation-Capital Lease	\$2,573.15 000-00-00-00
				7314-001	Interest Paid	\$455.89 994-00-22-00
				7314-001	Interest Paid	\$891.58 994-00-22-00
				4651-001	Interest Revenue	(\$97.67) 000-00-00-21
The Computer Man, Inc.	7/14/2020	Labor: Exchange Server w		7921-001	SoftwMaint/Purch	\$82.50 994-00-24-00
	284387	Invoice	Paid	7921-001	SoftwMaint/Purch	\$82.50 781-00-00-00
	7/17/2020	Labor: Upgrade Firmwar		7911-001	CompRpr/Upkeep	\$68.75 994-00-24-00
	284455	Invoice	Paid	7921-051	SoftwMaint/Purch	\$68.75 781-00-00-00
	7/17/2020	Service: Ricoh Cleaned		7911-001	CompRpr/Upkeep	\$237.50 994-00-24-00
	284414	Invoice	Paid			
The Free Press	7/7/2020	Ad: Finance Director/Ec		7513-001	Adv/Mktg	\$669.20 995-00-00-00
	07/07/2020	Invoice	Paid	1411-001	Prepaid Expenses	\$710.70 000-00-00-00

## Southwest Regional Development Commission

## Check Register

July, 2020

Vendor Name	Transaction Date	Description				Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount ID
Vast Broadband	7/7/2020	Services: 06/24/20 - 07/		7425-001	Internet	\$60.00 994-00-21-00
	07/07/2020	Invoice	Paid	7421-051	Telephone	\$1.14 781-00-00-00
				7425-051	Internet	\$60.00 781-00-00-00
	7/27/2020	Services: 07/24/20 - 08/		7425-001	Internet	\$60.00 994-00-21-00
	07/27/2020	Invoice	Paid	7421-051	Telephone	\$0.53 781-00-00-00
				7425-051	Internet	\$60.00 781-00-00-00
Verizon Wireless	7/27/2020	Tablets: 06/02/20 - 07/0		7422-001	Cellphone	\$70.32 994-00-21-00
	9857843122	Invoice	Paid			
Wheel-Herald	7/7/2020	Ad: Finance Director		7513-001	Adv/Mktg	\$36.40 995-00-00-00
	07/07/2020	Invoice	Paid			
William Crowley XXX-XX-4969	7/28/2020	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-21
	07/28/2020	Invoice	Paid			
XCEL Energy	7/17/2020	Electricity: 06/03/20 - 07		7341-051	Electricity	\$266.04 781-00-00-00
	07/17/2020	Invoice	Paid			
	7/17/2020	Electricity: 06/03/20 - 07		7341-001	Electricity	\$184.88 994-00-22-00
	07/17/2020	Invoice	Paid			

## Southwest Regional Development Commission

## Cash Receipts Report - By Month

August, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	West Central Initiative: MN Rural Broadband Speed Test	2924	1007	8/3/2020		CR	West Central Initiative	\$10,000.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4274-760	665-00-49-20	Initiative Foundations	MN Rural Broadband-Spe		\$10,000.00			
1495-760	665-00-49-20	Due To/Due From	MN Rural Broadband-Spe	\$10,000.00				
Check	Pine County: Day at Hill (Steve Hallan) MRBC	2925	1007	8/3/2020		CR	Pine County	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Check	Neighborhood Ntl Bank: Day at Hill (Doyle Jelsing) MRBC	2926	1007	8/3/2020		CR	Neighborhood National Bank	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Received EFT	RLF Borrowers: ACH Loan Payments	2945	197	8/3/2020		CR	RLF Borrowers	\$16,332.30
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2399-911	381-00-00-00	Loan Clearing	EDA RLF Overall		\$16,332.30			
Check	Northland Foundation: Day at Hill ( Betsy Olivanti) MRBC	2927	1008	8/5/2020		CR	Northland Foundation	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Check	SRDC (PACE Outreach): May/June 2020	2928	1009	8/5/2020		CR	SRDC (PACE Outreach)	\$650.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$650.00			
Check	SRDC(RMEB): May/June 2020	2929	1009	8/5/2020		CR	SRDC(RMEB)	\$2,687.50
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$2,687.50			
Check	Jackson County: MN DNR PILT Funds	2930	1009	8/5/2020		CR	Jackson County	\$588.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4111-001	000-00-00-00	Tax Revenue	Default		\$588.00			
Check	Mattress Barn: FINAL RLF Payoff	2931	195	8/6/2020		CR	Mattress Barn	\$23,364.77
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2399-911	381-00-00-00	Loan Clearing	EDA RLF Overall		\$23,364.77			
Check	Mattress Barn: FINAL RLF Payoff (UCC Filing Fee)	2932	195	8/6/2020		CR	Mattress Barn	\$20.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2314-911	381-00-00-00	Prepaid Receipts	EDA RLF Overall		\$20.00			

## Southwest Regional Development Commission

## Cash Receipts Report - By Month

August, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	City of Slayton: Slayton Senior Living Contract	2933	21	8/6/2020		CR	City of Slayton	\$2,482.50
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$2,482.50			
Check	Barbara Kline: Day at the Hill Regist (MRBC)	2934	21	8/6/2020		CR	Barbara Kline	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Check	University of Minnesota: CERTS-Green Step #6	2939	1011	8/7/2020		CR	University of Minnesota	\$529.13
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$529.13			
Check	University of Minnesota: CERTS #7	2940	1011	8/7/2020		CR	University of Minnesota	\$2,687.88
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$2,687.88			
Check	SWMHP: Financial/Secretarial Contract - July 2020	2941	1011	8/7/2020		CR	SWMHP	\$624.75
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$624.75			
Check	SWMHP: Lease Payment (Aug 2020)	2942	1011	8/7/2020		CR	SWMHP	\$2,749.98
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
7314-001	994-00-22-00	Interest Paid	CC-Space		\$229.84			
9212-001	000-00-00-21	Lease Payment	Unrestricted - FY21		\$475.95			
2621-021	000-00-00-00	Obligation-Capital Lease	Default		\$475.95			
1497-021	000-00-00-00	Amt To Be Provided-Orig B	Default		(\$475.95)			
7314-001	994-00-22-00	Interest Paid	CC-Space		\$519.70			
9212-001	000-00-00-21	Lease Payment	Unrestricted - FY21		\$1,524.49			
2621-022	000-00-00-00	Obligation-Capital Lease	Default		\$1,524.49			
1498-022	000-00-00-00	Amt To Be Provided-Bldg A	Default		(\$1,524.49)			
1495-021	000-00-00-00	Due To/Due From	Default	\$475.95				
1495-021	000-00-00-00	Due To/Due From	Default	(\$475.95)				
1495-022	000-00-00-00	Due To/Due From	Default	\$1,524.49				
1495-022	000-00-00-00	Due To/Due From	Default	(\$1,524.49)				
Other	Jackson Federal Savings/Loan: Interest Income	2944	76	8/7/2020		CR	Jackson Federal Savings/Loan	\$43.84
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-001	000-00-00-21	Interest Revenue	Unrestricted - FY21		\$43.84			
Check	Lincoln County: Solid Waste (Mar - June 2020)	2935	1010	8/10/2020		CR	Lincoln County	\$1,845.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$1,845.00			

## Southwest Regional Development Commission

## Cash Receipts Report - By Month

August, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	Chisago County: Day at the Hill Regist (MRBC)	2936	1010	8/10/2020		CR	Chisago County	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Check	MN Agrigrowth Council: Day at the Hill (P. Murray)(MRBC)	2937	1010	8/10/2020		CR	MN Agrigrowth Council	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Received EFT	U.S. Treasury: Covid RLF Funds (Request #1)	2969	1	8/10/2020		CR	U.S.Treasury	\$383,000.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4812-914	382-00-10-21	EAA (Econ.Adj.Assist) Re	Covid-19 RLF Pgm FY21(C		\$383,000.00			
Check	L1 Construction: RLF Loan Payment (Extra)	2938	196	8/12/2020		CR	L1 Construction	\$573.03
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2399-911	381-00-00-00	Loan Clearing	EDA RLF Overall		\$573.03			
Received EFT	State of MN: Transporation 06/30/20	2946	1012	8/14/2020		CR	State of Minnesota	\$7,500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$7,500.00			
Check	A.C.E. of SW MN: Postage/Copies - July 2020	2948	1014	8/14/2020		CR	A.C.E. of SW Minnesota	\$112.45
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1332-001	000-00-00-00	Accts Receivable-A.C.E.	Default		\$112.45			
Check	Roseau Electric Coop: Day at Hill (MRBC) - Ryan Severson	2949	1014	8/14/2020		CR	Roseau Electric Cooperative	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Check	US Bank: MARDAG Foundation - MRBC (Speed Testing)	2950	1015	8/14/2020		CR	US Bank: MARDAG Founda	\$5,000.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4275-760	665-00-49-20	Other Foundation Revenue	MN Rural Broadband-Spe		\$5,000.00			
1495-760	665-00-49-20	Due To/Due From	MN Rural Broadband-Spe	\$5,000.00				
Check	Northland Foundation: MRBC - Speed Testing	2951	1015	8/14/2020		CR	Northland Foundation	\$10,000.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4275-760	665-00-49-20	Other Foundation Revenue	MN Rural Broadband-Spe		\$10,000.00			
1495-760	665-00-49-20	Due To/Due From	MN Rural Broadband-Spe	\$10,000.00				

## Southwest Regional Development Commission

## Cash Receipts Report - By Month

August, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	The Dance Academy: C- RLF Legal Fees	2958	200	8/14/2020		CR	The Dance Academy / Worthi	\$500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2314-914	382-00-00-00	Prepaid Receipts	C-RLF Default		\$500.00			
Check	The Dance Academy: C-RLF Origination Fees	2959	1017	8/14/2020		CR	The Dance Academy / Worthi	\$1,500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4321-914	382-00-70-21	Loan Origination Fee	Covid-19 RLF Adm FY21(C		\$1,500.00			
1495-914	382-00-70-21	Due To/Due From	Covid-19 RLF Adm FY21(C	\$1,500.00				
Check	Heritage Event Center: C-RLF Origination Fees	2960	1018	8/14/2020		CR	Heritage Event Center (Fier)	\$1,500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4321-914	382-00-70-21	Loan Origination Fee	Covid-19 RLF Adm FY21(C		\$1,500.00			
1495-914	382-00-70-21	Due To/Due From	Covid-19 RLF Adm FY21(C	\$1,500.00				
Check	Heritage Event Center (Fier)	2961	201	8/14/2020		CR	Heritage Event Center (Fier)	\$500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2314-914	382-00-00-00	Prepaid Receipts	C-RLF Default		\$500.00			
Check	Jackson Federal S/L RLF Interest Income (at close of acct)	2967	203	8/14/2020		CR	Jackson Federal Savings/Loan	\$0.61
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-911	381-00-70-21	Interest Revenue	EDA-RLF Adm FY21		\$0.61			
Check	Jackson Federal S/L: Closed RLF Account	2968	203	8/14/2020		CR	Jackson Federal Savings/Loan	\$31,679.33
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1123-911	381-00-00-00	EDA RLF Savings-Jackson	EDA RLF Overall		\$31,679.33			
Check	SWMHP: July 2020 Monthly Costs	2947	1013	8/17/2020		CR	SWMHP	\$4,264.99
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1335-051	000-00-00-00	Accts Receivable-SWMHP	Default		\$4,264.99			
1495-051	000-00-00-00	Due To/Due From	Default	\$4,264.99				
Check	Charles Blandin Foundation:MRBC -Day at Hill (Mary Magnuson)	2952	1016	8/17/2020		CR	Charles K. Blandin Foundatio	\$25.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4625-760	665-00-11-20	Wkshp/Event Registrations	MN Rural Broadband Coa		\$25.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$25.00				
Check	Pipestone County: MRBC Membership	2953	1016	8/17/2020		CR	Pipestone County	\$500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4642-760	665-00-11-20	Memberships/Dues/Contrib	MN Rural Broadband Coa		\$500.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$500.00				

## Southwest Regional Development Commission

## Cash Receipts Report - By Month

August, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	Southern MN Initiative Foundation: MRBC Speed Testing	2954	1016	8/17/2020		CR	Southern MN Initiative Found	\$10,000.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4274-760	665-00-49-20	Initiative Foundations	MN Rural Broadband-Spe		\$10,000.00			
1495-760	665-00-49-20	Due To/Due From	MN Rural Broadband-Spe	\$10,000.00				
Check	Windstream Inn: Falcon Loan Payment	2955	28	8/18/2020		CR	Windstream Inns	\$20,086.50
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4411-640	740-97-00-20	Loan Principal Received	Falcon Development Corp-		\$17,803.38			
4656-640	740-97-00-20	Loan Interest Received	Falcon Development Corp-		\$2,283.12			
Check	Windstream Inn: RLF Loan Payment	2956	198	8/18/2020		CR	Windstream Inn	\$11,497.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2399-911	381-00-00-00	Loan Clearing	EDA RLF Overall		\$11,497.00			
Check	United Prairie Bank: Interest Income (CD)	2998	1031	8/20/2020		CR	United Prairie Bank	\$158,015.54
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1351-001	000-00-00-00	Accrued Interest Rec'ble	Default		\$1,089.45			
4651-001	000-00-00-21	Interest Revenue	Unrestricted - FY21		\$432.31			
1112-001	000-00-00-00	Adm Savings-Minnwest	Default		\$156,493.78			
Check	Oasis Care Home: RLF Origination Fees	2962	1019	8/21/2020		CR	Oasis Care Home	\$195.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4321-914	382-00-70-21	Loan Origination Fee	Covid-19 RLF Adm FY21(C		\$195.00			
1495-914	382-00-70-21	Due To/Due From	Covid-19 RLF Adm FY21(C	\$195.00				
Check	Oasis Care Home: RLF Legal Fees	2963	202	8/21/2020		CR	Oasis Care Home	\$100.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2314-914	382-00-00-00	Prepaid Receipts	C-RLF Default		\$100.00			
Check	Hometown Fiber: MRBC Membership Fee	2964	1020	8/21/2020		CR	Hometown Fiber	\$500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4642-760	665-00-11-20	Memberships/Dues/Contrib	MN Rural Broadband Coa		\$500.00			
1495-760	665-00-11-20	Due To/Due From	MN Rural Broadband Coa	\$500.00				
Check	Annette Fiedler: Health Ins (COBRA) September 2020	2965	1020	8/21/2020		CR	Annette Fiedler	\$804.33
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1331-001	000-00-00-00	Accounts Receivable	Default		\$804.33			
Check	Rakuten: Rebate/Quill	2966	1020	8/21/2020		CR	Rakuten	\$16.77
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
7831-001	994-00-18-00	Supply	CC-Supply-Dev		\$16.77			



## Southwest Regional Development Commission

## Cash Receipts Report - By Month

August, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	Kelly's School of Dance: RLF Legal Fee (xtra for Stoneberg)	2957	199	8/24/2020		CR	Kelly's School of Dance	\$329.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2314-911	381-00-00-00	Prepaid Receipts	EDA RLF Overall		\$329.00			
Received EFT	U.S. Treasury: C-RLF Request #2	2987	3	8/24/2020		CR	U.S. Treasury	\$105,000.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4812-914	382-00-10-21	EAA (Econ.Adj.Assist) Re	Covid-19 RLF Pgm FY21(C		\$105,000.00			
Check	Kaufenberg Enterprises: C-RLF Legal Fees	2985	206	8/26/2020		CR	Kaufenberg Enterprises	\$600.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2314-914	382-00-00-00	Prepaid Receipts	C-RLF Default		\$600.00			
Check	Kaufenberg Enterprises: C - RLF Origination Fee	2986	1026	8/26/2020		CR	Kaufenberg Enterprises	\$1,500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4321-914	382-00-70-21	Loan Origination Fee	Covid-19 RLF Adm FY21(C		\$1,500.00			
1495-914	382-00-70-21	Due To/Due From	Covid-19 RLF Adm FY21(C	\$1,500.00				
Check	Stoneberg/Prairie Home Hospice: RLF Origination Fee	2994	1030	8/26/2020		CR	Stoneberg/Prairie Home Hospi	\$1,500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4321-911	381-00-70-21	Loan Origination Fee	EDA-RLF Adm FY21		\$1,500.00			
1495-911	381-00-70-21	Due To/Due From	EDA-RLF Adm FY21	\$1,500.00				
Check	Stoneberg/Prairie Home Hospice: C-RLF Origination Fees	2995	1030	8/26/2020		CR	Stoneberg/Prairie Home Hospi	\$1,050.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4321-914	382-00-70-21	Loan Origination Fee	Covid-19 RLF Adm FY21(C		\$1,050.00			
1495-914	382-00-70-21	Due To/Due From	Covid-19 RLF Adm FY21(C	\$1,050.00				
Check	Stoneberg/Prairie Home Hospice: RLF Legal Fees	2996	207	8/26/2020		CR	Stoneberg/Prairie Home Hospi	\$354.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2314-911	381-00-00-00	Prepaid Receipts	EDA RLF Overall		\$354.00			
Check	Stoneberg/Prairie Home Hospice - C RLF Legal Fees	2997	207	8/26/2020		CR	Stoneberg/Prairie Home Hospi	\$246.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2314-914	382-00-00-00	Prepaid Receipts	C-RLF Default		\$246.00			
Check	Best Buy Purchasing: MRBC Speed Testing	2972	1022	8/27/2020		CR	Best Buy Purchasing	\$10,000.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4645-760	665-00-49-20	Other Revenue	MN Rural Broadband-Spe		\$10,000.00			
1495-760	665-00-49-20	Due To/Due From	MN Rural Broadband-Spe	\$10,000.00				

## Southwest Regional Development Commission

## Cash Receipts Report - By Month

August, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Check	Retro 71: C- RLF Origination Fee	2981	1024	8/27/2020		CR	Retro 71	\$50.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4321-914	382-00-70-21	Loan Origination Fee	Covid-19 RLF Adm FY21(C		\$50.00			
1495-914	382-00-70-21	Due To/Due From	Covid-19 RLF Adm FY21(C					
Check	Retro 71: C-RLF Application Fee	2982	204	8/27/2020		CR	Retro 71	\$150.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2317-911	381-00-00-00	Prepaid-Application Fees	EDA RLF Overall		\$150.00			
Check	Smith Hauling Services C-RLF Legal Fees	2983	205	8/27/2020		CR	Smith Hauling Services LLC	\$500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
2314-914	382-00-00-00	Prepaid Receipts	C-RLF Default		\$500.00			
Check	Smith Hauling Services: C-RLF Origination Fee	2984	1025	8/27/2020		CR	Smith Hauling Services, LLC	\$1,500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4321-914	382-00-70-21	Loan Origination Fee	Covid-19 RLF Adm FY21(C		\$1,500.00			
1495-914	382-00-70-21	Due To/Due From	Covid-19 RLF Adm FY21(C		\$1,500.00			
Check	Jeremy Waknitz: Purchase of RLF Panels (Lamberton Meats)	2999	1032	8/27/2020		CR	Jeremy Waknitz	\$1,000.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1331-001	000-00-00-00	Accounts Receivable	Default		\$1,000.00			
Other	Jackson Federal Savings/Loan: RLF Interest Income	2943	74	8/31/2020		CR	Jackson Federal Savings/Loan	\$8.81
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-911	381-00-70-21	Interest Revenue	EDA-RLF Adm FY21		\$2.43			
1351-911	381-00-00-00	Accrued Interest Rec'ble	EDA RLF Overall		\$6.38			
Other	Minnwest Bank (C-RLF) - Interest Income	2973	2	8/31/2020		CR	Minnwest Bank (C-RLF)	\$7.01
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-914	382-00-70-21	Interest Revenue	Covid-19 RLF Adm FY21(C		\$7.01			
Other	Minnwest Bank(Falcon) - Interest Income	2974	29	8/31/2020		CR	Minnwest Bank (Falcon)	\$2.03
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-640	740-97-00-20	Interest Revenue	Falcon Development Corp-		\$2.03			
Other	Minnwest Bank(SEP) - Interest Income	2975	13	8/31/2020		CR	Minnwest Bank(SEP)	\$41.65
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-124	222-84-10-00	Interest Revenue	PACE RLF Pgm-Property A		\$41.65			
Other	Currie State Bank: Interest Income	2976	73	8/31/2020		CR	Currie State Bank	\$0.44
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-911	381-00-70-21	Interest Revenue	EDA-RLF Adm FY21		\$0.44			

## Southwest Regional Development Commission

## Cash Receipts Report - By Month

August, 2020

Type	Description	Receipt Number	Deposit Number	Date	Source/Category	System	Payer	Amount
Other	United Prairie Bank: Interest Income	2977	75	8/31/2020		CR	United Prairie Bank	\$6.83
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-001	000-00-00-21	Interest Revenue	Unrestricted - FY21		\$6.83			
Other	First Independent Bank - Interest Income	2978	73	8/31/2020		CR	First Independent Bank	\$8.54
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4651-001	000-00-00-21	Interest Revenue	Unrestricted - FY21		\$8.54			
Check	A.C.E. of SW Minnesota: June 2020 Contract	2979	1023	8/31/2020		CR	A.C.E. of SW Minnesota	\$2,158.52
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$2,158.52			
Check	A.C.E. of SW Minnesota: July 2020 Contract	2980	1023	8/31/2020		CR	A.C.E. of SW Minnesota	\$1,918.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$1,918.00			
Check	RAMS: MRBC Speed Testing	2988	1027	8/31/2020		CR	RAMS	\$2,500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4645-760	665-00-49-20	Other Revenue	MN Rural Broadband-Spe		\$2,500.00			
1495-760	665-00-49-20	Due To/Due From	MN Rural Broadband-Spe	\$2,500.00				
Check	RAMS: MN Power - MRBC Speed Test	2989	1027	8/31/2020		CR	RAMS	\$2,500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4645-760	665-00-49-20	Other Revenue	MN Rural Broadband-Spe		\$2,500.00			
1495-760	665-00-49-20	Due To/Due From	MN Rural Broadband-Spe	\$2,500.00				
Check	RAMS: Mining Minnesota - MRBC Speed Test	2990	1027	8/31/2020		CR	RAMS	\$500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4645-760	665-00-49-20	Other Revenue	MN Rural Broadband-Spe		\$500.00			
1495-760	665-00-49-20	Due To/Due From	MN Rural Broadband-Spe	\$500.00				
Check	RAMS: ICS - MRBC Speed Test	2991	1027	8/31/2020		CR	RAMS	\$250.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4645-760	665-00-49-20	Other Revenue	MN Rural Broadband-Spe		\$250.00			
1495-760	665-00-49-20	Due To/Due From	MN Rural Broadband-Spe	\$250.00				
Received EFT	State of Minnesota: Transportation Funding	2992	1028	8/31/2020		CR	State of Minnesota	\$37,500.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
1341-001	000-00-00-00	Due From Gov't/Agency	Default		\$37,500.00			
Check	American Federation Union/SWHHS: MC Xmas Project Donation	2993	1029	8/31/2020		CR	American Federation Union/S	\$50.00
Account ID	Project ID	Account Description	Project Description	Debit Amount	Credit Amount			
4621-001	662-05-00-21	Misc.Revenue	MC Christmas Program 21		\$50.00			

Grand Total: \$883,882.03

## Southwest Regional Development Commission

## Check Register

August, 2020

Vendor Name	Transaction Date	Description				Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount ID
Abila	8/3/2020	MIP Subscription - Augu		7921-001	SoftwMaint/Purch	\$508.00 994-00-24-00
	1050-1000061380	Invoice	Paid			
AFLAC	8/7/2020	AFLAC - 07/30/20		2161-001	Accident Insurance	\$58.52 000-00-00-00
	676799	Invoice	Paid	2162-001	Cancer Insurance	\$24.00 000-00-00-00
				2163-001	Dental Insurance	\$39.28 000-00-00-00
				2171-001	Disability Ins-After Tax	\$65.25 000-00-00-00
	8/14/2020	AFLAC - 08/12/20		2161-001	Accident Insurance	\$58.52 000-00-00-00
	928110	Invoice	Paid	2162-001	Cancer Insurance	\$24.00 000-00-00-00
				2163-001	Dental Insurance	\$39.28 000-00-00-00
				2171-001	Disability Ins-After Tax	\$65.25 000-00-00-00
	8/28/2020	AFLAC - 08/27/20		2161-001	Accident Insurance	\$58.52 000-00-00-00
	021422	Invoice	Paid	2162-001	Cancer Insurance	\$24.00 000-00-00-00
				2163-001	Dental Insurance	\$39.28 000-00-00-00
				2171-001	Disability Ins-After Tax	\$65.25 000-00-00-00
Barnes Enterprises LLC	8/28/2020	Refund: RLF Loan Agre		2314-911	Prepaid Receipts	\$74.50 381-00-00-00
XX-XXX2311	08/28/2020	Invoice	Paid			
Breaking Point Solutions, LLC	8/3/2020	GEO Software License/		8119-760	Ctr.Services-Test	\$20,000.00 812-00-49-20
	08/03/2020	Invoice	Paid			
	8/7/2020	GEO Software License/		8119-760	Ctr.Services-Test	\$10,000.00 665-00-49-20
	08/07/2020	Invoice	Paid			
	8/21/2020	GEO Software License/		8119-760	Ctr.Services-Test	\$25,000.00 665-00-49-20
	08/21/2020	Invoice	Paid			
	8/28/2020	GEO Software License/		8119-760	Ctr.Services-Test	\$10,000.00 665-00-49-20
	08/28/2020	Invoice	Paid			
Bruce Kooiman	8/27/2020	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-21
XXX-XX-9830	08/27/2020	Invoice	Paid			
Chandler Co-Op	8/14/2020	Fuel: July 2020		6241-001	Fuel	\$39.67 994-00-23-00
	08/14/2020	Invoice	Paid			

## Southwest Regional Development Commission

## Check Register

August, 2020

Vendor Name	Transaction Date	Description				Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount ID
Citizen Publishing Co. (Cottonwood C	8/14/2020	Annual Subscription Ren		7511-001	Print/Publ	\$49.00 994-00-16-00
	08/14/2020	Invoice	Paid			
City of Slayton	8/7/2020	Sewer/Water: 06/19/20 - 0		7343-001	Water	\$26.80 994-00-22-00
XX-XXX5544	08/07/2020	Invoice	Paid	7343-051	Water	\$40.20 781-00-00-00
Cottonwood County Auditor Treasurer	8/25/2020	C-RLF Mortgage Regist		8962-914	C-19 Finance Fees & Exp	\$230.00 382-00-70-21
	08/25/2020	Invoice	Paid			
Cottonwood County Recorder	8/25/2020	C-RLF Mortgage Filing F		8962-914	C-19 Finance Fees & Exp	\$46.00 382-00-70-21
	08/25/2020	Invoice	Paid			
	8/25/2020	C-RLF Request for Noti		8962-914	C-19 Finance Fees & Exp	\$46.00 382-00-70-21
	08/25/2020	Invoice	Paid			
	8/26/2020	C-RLF Fixture Filing Fee		8962-914	C-19 Finance Fees & Exp	\$46.00 382-00-70-21
	08/26/2020	Invoice	Paid			
Culligan Water Conditioning	8/7/2020	Water/Salt - July 2020		7364-051	Water/Culligan	\$15.46 781-00-00-00
	08/07/2020	Invoice	Paid	7364-001	Water/Culligan	\$26.31 994-00-22-00
David Samuelson	8/3/2020	Groundskeeping: July 20		7365-001	Groundskpg	\$70.00 994-00-22-00
XXX-XX-0234	08/03/2020	Invoice	Paid	7365-051	Groundskpg	\$105.00 781-00-00-00
Eric A. Hartmann	8/27/2020	Commissioner Exp: 07		7111-001	Committee PerDiem	\$50.00 000-00-00-21
XXX-XX-8989	08/27/2020	Invoice	Paid			
	8/27/2020	Commissioner Exp: 07		7111-911	Committee PerDiem	\$50.00 381-00-70-21
XXX-XX-8989	08/27/2020	Invoice	Paid			
Frontier Communications	8/7/2020	Mthly Maint. Contract (		7421-051	Telephone	\$72.46 781-00-00-00
	08/07/2020	Invoice	Paid	7421-001	Telephone	\$39.02 994-00-21-00
	8/14/2020	Telephone: 08/04/20 - 0		7421-051	Telephone	\$513.41 781-00-00-00
	08/14/2020	Invoice	Paid	7421-001	Telephone	\$275.39 994-00-21-00
				1332-001	Accts Receivable-A.C.E.	\$1.05 000-00-00-00
				7421-001	Telephone	\$2.89 994-00-21-00
Fryberger, Buchanan, Smith & Freder	8/3/2020	RMEB - Legal - May 2		8141-610	Legal	\$2,000.00 711-00-00-20
XX-XXX0525	18064.12006	Invoice	Paid			

## Southwest Regional Development Commission

## Check Register

August, 2020

Vendor Name	Transaction Date	Description				Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount ID
	8/3/2020	RMEB - Legal - June 2		8141-610	Legal	\$900.00 711-00-00-20
XX-XXX0525	08/03/2020	Invoice	Paid			
Grants Management Systems	8/7/2020	Services: July 2020		7921-911	SoftwMaint/Purch	\$140.00 381-00-70-21
	08/07/2020	Invoice	Paid			
Heritage Event Center L.L.C.	8/13/2020	C-RLF Loan Disbursem		8950-914	Loan Disbursements	\$100,000.00 382-00-10-21
	08/13/2020	Invoice	Paid			
Hewlett-Packard Company (HP Inc)	8/28/2020	HP Laptops (3)		7831-914	Supply	\$1,028.86 382-00-70-21
	9010584718	Invoice	Paid	7831-114	Supply	\$1,028.86 312-00-11-21
				7831-114	Supply	\$1,028.86 312-00-11-21
Jackson Federal Savings/Loan	8/21/2020	Transfer - Admin to Jack		1116-001	Adm Savings-Jackson S&L	\$90,850.00 000-00-00-00
	08/21/2020	Invoice	Paid			
Jason Nielsen	8/21/2020	RLF Contracted Services:		8112-911	Ctr Service	\$50.00 381-00-70-21
	08/21/2020	Invoice	Paid			
JobsHQ	8/14/2020	Ad: Recovery Specialist		7513-114	Adv/Mktg	\$263.98 312-00-11-21
	2846297	Invoice	Paid	7513-914	Adv/Mktg	\$130.02 382-00-70-21
Kaufenberg Enterprises, LLC	8/20/2020	C-RLF Loan Disbursem		8950-914	Loan Disbursements	\$100,000.00 382-00-10-21
	08/20/2020	Invoice	Paid			
Lincoln County Auditor/Treasurer	8/17/2020	C-RLF Loan: Registry Ta		8962-914	C-19 Finance Fees & Exp	\$230.00 382-00-70-21
	08/17/2020	Invoice	Paid			
Lincoln County Recorder	8/17/2020	C-RLF Loan: Recording F		8962-914	C-19 Finance Fees & Exp	\$46.00 382-00-70-21
	08/17/2020	Invoice	Paid			
LT1 Construction L.L.C.	8/28/2020	Refund: RLF Loan Agre		2314-911	Prepaid Receipts	\$262.00 381-00-00-00
	08/28/2020	Invoice	Paid	2317-911	Prepaid-Application Fees	\$150.00 381-00-00-00
Lyon County Auditor Treasurer	8/18/2020	C-RLF & RLF Mortgage R		8962-914	C-19 Finance Fees & Exp	\$160.31 382-00-70-21
	08/18/2020	Invoice	Paid	8962-911	C-19 Finance Fees & Exp	\$230.69 381-00-70-21
Lyon County Recorder	8/18/2020	C-RLF & RLF Recording		8962-914	C-19 Finance Fees & Exp	\$18.86 382-00-70-21
	08/18/2020	Invoice	Paid	8962-911	C-19 Finance Fees & Exp	\$27.14 381-00-70-21

## Southwest Regional Development Commission

## Check Register

August, 2020

Vendor Name	Transaction Date	Description					Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount	ID
Marilyn Samuelson	8/28/2020	Aug 2020 - Janitorial Se		7351-001	Janitorial	\$328.00	994-00-22-00
XXX-XX-4649	08/28/2020	Invoice	Paid	7351-051	Janitorial	\$472.00	781-00-00-00
Marshall Independent	8/14/2020	Ad: Recovery Specialist		7513-114	Adv/Mktg	\$405.75	312-00-11-21
	441385	Invoice	Paid	7513-914	Adv/Mktg	\$199.85	382-00-70-21
Michael P. Kuhle	8/27/2020	Commissioner Exp: 08		7111-001	Committee PerDiem	\$450.00	000-00-00-20
XXX-XX-1130	08/27/2020	Invoice	Paid	7121-001	Committee Exp	\$215.05	000-00-00-20
Minneapolis Star Tribune	8/14/2020	Qtrly Subscription: 08/17		7511-001	Print/Publ	\$145.47	994-00-16-00
	08/14/2020	Invoice	Paid				
Nathan D. Zacharias	8/7/2020	July Contract (MN Rural B		8112-760	Ctr Service	\$1,750.00	665-00-11-20
XXX-XX-4843	9	Invoice	Paid				
	8/28/2020	Aug Contract (MN Rural B		8116-760	Contract Service-Trails	\$1,000.00	665-00-11-20
XXX-XX-4843	10	Invoice	Paid	8112-760	Ctr Service	\$750.00	665-00-11-20
New Ulm Turnverein, Inc.	8/3/2020	CERTS Seed Grant Fun		8452-205	Seed Grant	\$5,000.00	211-00-12-21
XX-XXX2505	08/03/2020	Invoice	Paid				
Nobles County Auditor-Treasurer	8/11/2020	C-RLF Loan: Registry Ta		8962-914	C-19 Finance Fees & Exp	\$230.00	382-00-70-21
	08/11/2020	Invoice	Paid				
Nobles County Recorder	8/11/2020	C-RLF Loan: Recording F		8962-914	C-19 Finance Fees & Exp	\$46.00	382-00-70-21
	08/11/2020	Invoice	Paid				
Northwest Gas	8/3/2020	Fuel: 06/12/20 - 07/17/2		7342-001	Fuel	\$8.04	994-00-22-00
	08/03/2020	Invoice	Paid	7342-051	Fuel	\$11.58	781-00-00-00
	8/28/2020	Fuel: 07/17/20 - 08/14/2		7342-001	Fuel	\$7.04	994-00-22-00
	08/28/2020	Invoice	Paid	7342-051	Fuel	\$10.13	781-00-00-00
Oasis Care Home L.L.C.	8/12/2020	C-RLF Loan Disbursem		8950-914	Loan Disbursements	\$13,000.00	382-00-10-21
	08/12/2020	Invoice	Paid				
One Office Solution	8/3/2020	Contract(SharpMX 6071)		7561-001	Copier Supplies/Maintenance	\$60.59	994-00-16-00
	253994	Invoice	Paid				

## Southwest Regional Development Commission

## Check Register

August, 2020

Vendor Name	Transaction Date	Description				Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount ID
	8/7/2020	Masks		7831-051	Supply	\$25.00 781-00-00-00
	367579-00	Invoice	Paid	7831-001	Supply	\$25.00 994-00-18-00
Prairie Home Hospice, Inc.	8/18/2020	C-RLF Loan Disbursem		8950-914	Loan Disbursements	\$70,000.00 382-00-10-21
	08/18/2020	Invoice	Paid			
	8/18/2020	RLF Loan Disbursement		8950-911	Loan Disbursements	\$100,000.00 381-00-10-21
	08/18/2020	Invoice	Paid			
Quill Corporation	8/3/2020	Hanging Folders (RLF)		7831-911	Supply	\$106.24 381-00-70-21
	8799769	Invoice	Paid			
	8/3/2020	Wipes/Sticky Notes		7831-051	Supply	\$13.45 781-00-00-00
	8799769	Invoice	Paid	7831-001	Supply	\$13.45 994-00-18-00
				7831-001	Supply	\$31.24 994-00-18-00
	8/21/2020	Cartridge (Finance); Offi		7563-001	Common Printer/Type Costs	\$181.40 994-00-16-00
	9544795	Invoice	Paid	7831-001	Supply	\$52.79 994-00-18-00
Redwood County Auditor/Treasurer	8/21/2020	C-RLF Mortgage Regist. T		8962-914	C-19 Finance Fees & Exp	\$230.00 382-00-70-21
	08/21/2020	Invoice	Paid			
Redwood County Recorder	8/21/2020	C-RLF Recording Fee - K		8962-914	C-19 Finance Fees & Exp	\$46.00 382-00-70-21
	08/21/2020	Invoice	Paid			
Redwood Gazette	8/7/2020	Annual Subscription Ren		7511-001	Print/Publ	\$102.00 994-00-16-00
	08/07/2020	Invoice	Paid			
Retro 71 L.L.C.	8/25/2020	C-RLF Loan Disbursem		8950-914	Loan Disbursements	\$5,000.00 382-00-10-21
0	08/25/2020	Invoice	Paid			
Robert Byrnes	8/27/2020	Commissioner Exp: 01		7111-911	Committee PerDiem	\$200.00 000-00-00-20
XXX-XX-9551	08/27/2020	Invoice	Paid			
	8/27/2020	Commissioner Exp: 04		7111-001	Committee PerDiem	\$150.00 000-00-00-20
XXX-XX-9551	08/27/2020	Invoice	Paid			
Rock County Auditor/Treasurer	8/21/2020	C-RLF Mortgage Regi. T		8962-914	C-19 Finance Fees & Exp	\$29.90 382-00-70-21
	08/21/2020	Invoice	Paid			



## Southwest Regional Development Commission

## Check Register

August, 2020

Vendor Name	Transaction Date	Description				Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount ID
Rock County Recorder	8/21/2020	C-RLF Recording Fee - O		8962-914	C-19 Finance Fees & Exp	\$46.00 382-00-70-21
	08/21/2020	Invoice	Paid			
Schaap Sanitation	8/7/2020	Sanitation: 08/1/20 - 08/		7362-001	Sanitation Service	\$28.04 994-00-22-00
	1868892	Invoice	Paid	7362-051	Sanitation Service	\$42.07 781-00-00-00
Slayton EDA	8/7/2020	Lease Payment - Aug 202		1497-021	Amt To Be Provided-Orig Bldg	(\$933.23) 000-00-00-00
	08/07/2020	Invoice	Paid	1498-022	Amt To Be Provided-Bldg Addn	(\$2,583.88) 000-00-00-00
				9212-001	Lease Payment	\$933.23 000-00-00-21
				9212-001	Lease Payment	\$2,583.88 000-00-00-21
				2621-021	Obligation-Capital Lease	\$933.23 000-00-00-00
				2621-022	Obligation-Capital Lease	\$2,583.88 000-00-00-00
				7314-001	Interest Paid	\$450.67 994-00-22-00
				7314-001	Interest Paid	\$880.85 994-00-22-00
				4651-001	Interest Revenue	(\$97.67) 000-00-00-21
Slayton Electric, Inc.	8/7/2020	Service: Ballasts & Senso		7366-001	Bldg Rpr/Maint.Ctr	\$129.42 994-00-22-00
	45866	Invoice	Paid	7366-051	Bldg Rpr/Maint.Ctr	\$186.25 781-00-00-00
Smith Hauling Services, L.L.C.	8/25/2020	C-RLF Loan Disbursem		8950-914	Loan Disbursements	\$100,000.00 382-00-10-21
	08/25/2020	Invoice	Paid			
SRDC	8/3/2020	RMEB: May/June 2020		8112-610	Ctr Service	\$2,227.50 711-00-00-20
	08/03/2020	Invoice	Paid	8151-610	Finance Work	\$460.00 711-00-00-20
	8/3/2020	PACE Outreach: May/J		8118-610	Ctr.Service-Outreach	\$650.00 716-00-11-20
	08/03/2020	Invoice	Paid			
The Dance Academy - Kay Williams P	8/11/2020	C-RLF Loan Disbursem		8950-914	Loan Disbursements	\$100,000.00 382-00-10-21
	08/11/2020	Invoice	Paid			
The Note gallery, LLC	8/28/2020	Refund: RLF Loan Agre		2314-911	Prepaid Receipts	\$229.50 381-00-00-00
XX-XXX7572	08/28/2020	Invoice	Paid			
Vast Broadband	8/28/2020	Services: 08/24/20 - 09/		7425-001	Internet	\$70.00 994-00-21-00
	08/28/2020	Invoice	Paid	7421-051	Telephone	\$3.42 781-00-00-00
				7425-051	Internet	\$70.00 781-00-00-00
Verizon Wireless	8/14/2020	Tablets: 07/02/20 - 08/0		7422-001	Cellphone	\$70.32 994-00-21-00
	9859900994	Invoice	Paid			

## Southwest Regional Development Commission

## Check Register

August, 2020

Vendor Name	Transaction Date	Description					Project
Tax Identification Number	Transaction Number	Transaction Type	Status	Account Number	Account Description	Amount	ID
Wheel-Herald	8/7/2020	Ad: Economic Recovery S		7513-914	Adv/Mktg	\$13.79	382-00-70-21
	08/07/2020	Invoice	Paid	7513-114	Adv/Mktg	\$28.01	312-00-11-21
XCEL Energy	8/14/2020	Electricity: 07/04/20 - 08		7341-051	Electricity	\$347.64	781-00-00-00
	08/14/2020	Invoice	Paid	7341-001	Electricity	\$241.58	994-00-22-00

**A RESOLUTION OF  
THE SOUTHWEST REGIONAL DEVELOPMENT COMMISSION**

**WHEREAS**, the Southwest Regional Development Commission is an Economic Development District under the provisions of Title IV of the Public Works and Economic Development Act of 1965, as amended; and

**WHEREAS**, the Southwest Regional Development Commission received EDA assistance to establish a Revolving Loan Fund; and

**WHEREAS**, the Revolving Loan Fund Committee and the Board of Directors of the Southwest Regional Development Commission have reviewed the performance of the RLF for the preceding year relative to the area's adjustment strategy and the RLF plan and find that the program funds have been disbursed and the RLF is being managed in accordance with the program requirements.

**NOW THEREFORE BE IT RESOLVED** that the Southwest Regional Development Commission certify to EDA that 1) the RLF Plan is consistent with and supportive of the area's current economic adjustment strategy, and 2) the RLF is being operated in accordance with the policies and procedures contained in the RLF Plan, and the loan portfolio meets the standards contained therein.

Adopted by the Southwest Regional Development Commission this 10th day of September, 2020.

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Mike Kuhle, Chairman  
Southwest Regional Development Commission

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Jayne Trusty, Executive Director  
Southwest Regional Development Commission

## **SRDC FINANCIAL SERVICES AGREEMENT**

This agreement made and entered into this 1st day of July, 2020 between the Southwest Regional Development Commission (SRDC) and the Minnesota Rural Broadband Coalition (MRBC).

In consideration of the mutual promises and covenants herein contained, the parties agree as follows:

### **A. SRDC Responsibilities:**

1. An accounting system shall be maintained with separate project codes for MRBC and shall contain all revenues and expenses for the appropriate calendar years with a separate accounting of receipts and expenditures for non-operating activities. No payroll activities will be included.

2. Reports will be sent to update the MRBC committee on the financial status of the projects as requested.

3. Financial sections of grant/contract reports and updates on fund usage will be prepared as needed.

4. The SRDC will be the Fiscal Host for MRBC and MRBC will be considered a Fiduciary-Agency Fund of the SRDC. The SRDC is not a Fiscal Agent and has no approval authority for the MRBC.

### **B. MRBC Responsibilities:**

1. The SRDC will continue to be a voting member of MRBC and will be the Fiscal Host for MRBC in lieu of the \$1,000 contribution.

2. Pay to the SRDC \$2,000 for the fiscal host activity of the speed test project.

3. Provide the SRDC with all approved expenditures and financial information necessary to properly account for the MRBC project funds in a timely manner.

3. Keep all contract/grant information current and complete all required progress reports.

4. Request contributions/grants for all projects and activities.

### **C. Term of Contract**

This contract shall be effective on June 1, 2020 and continue through December 31, 2021.

D. Cancellation

This contract may be canceled by the MRBC or SRDC at any time, upon thirty (30) days written notice to the other party. In the event of such a cancellation, SRDC shall be entitled to payment, determined on a pro-rata basis, for work or services satisfactorily performed.

E. Hold Harmless

MRBC agrees to indemnify and hold harmless the SRDC against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of the performance of either party under this agreement for services.

F. Assignment

SRDC shall neither assign nor transfer any rights or obligations under this contract without prior written consent of the MRBC.

G. Amendments

Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract or their successors in office.

H. Contract Extension

This contract may be extended on an annual basis by mutual agreement of the Chairs of the Minnesota Rural Broadband Coalition and the Executive Director of the Southwest Regional Development Commission.

SOUTHWEST REGIONAL  
DEVELOPMENT COMMISSION

MINNESOTA RURAL BROADBAND  
COALITION

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Chair  
*Vince Robinson*

Date \_\_\_\_\_

Date 8/25/20

**TECHNICAL ASSISTANCE CONTRACT  
BETWEEN THE  
SOUTHWEST REGIONAL DEVELOPMENT COMMISSION AND  
SOUTHWEST HEALTH AND HUMAN SERVICES**

This Agreement is entered into by and between the Southwest Regional Development Commission, hereinafter referred to as the "SRDC", and the Southwest Health and Human Services, herein referred to as the "SWHHS".

**I. Contract Agreement**

A. The work program shall include:

1. The SRDC will provide technical assistance regarding implementation of Active Living Plans and Safe Routes to Schools Plan (currently there are nine plans), including professional communications services.
  - o Technical assistance may be in the form of assistance in prioritization of goals/objectives, providing training, conducting community presentations, or assisting with additional funding opportunities.
  - o Communications assistance could include, but is not limited to, creating social media posts, press releases, document designs, web pages and communications plans. The SRDC will take guidance on the scope, timing and type of communications needed from SWHHS.
  - o The SRDC will be responsible to attend meetings for schools and communities as the need and interest arises. SWHHS will continue to collaborate with the SRDC to determine where technical assistance time is needed with current partners and communicate that need.
2. The SRDC will collaborate with SWHHS on identifying and providing outreach to schools and communities that may wish to complete Safe Routes to School or Active Living Plans.
3. The SRDC will coordinate projects with SWHHS and provide such information as is necessary to complete projects in a timely manner.

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

C. The SRDC will attend by phone, video conference or in person at least 50 percent (approximately 18 hours) of A Healthier Southwest's Community Leadership meetings to provide group TA, education regarding community active living and progress reports.

**II. Financial Participation**

A. The SRDC shall make available a planner and a Communications Specialist of competent training and experience to accomplish the assigned tasks and projects. Professional services are provided at \$90 an hour for Planner technical assistance and \$60 an hour for Communications Specialist tasks. These hourly rates include normal support costs. Other charges directly reimbursable to the SRDC by the SWHHS include printing and mileage at the SRDC's established rate of reimbursement.

B. The total contract cost for the project attributed to SWHHS will not exceed \$5,000 including expenses.

**III. Payment for Services Performed**

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

Ann Orren  
Southwest Health and Human Services  
607 West Main, Suite 200  
Marshall, MN 56258

#### IV. Records and Documentation

- A. Accounting. The SRDC shall be responsible for keeping records which disclose the time spent on the project along with travel or printing costs.
- B. Reports. The SRDC shall provide written monthly progress reports to SWHHS according to the schedule established.
- C. Hold Harmless: SWHHS agrees to indemnify and hold harmless the SRDC against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of performance of either party under this agreement for services.

#### V. Miscellaneous

- A. The SWHHS 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 SRDC and the SWHHS 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.

#### VI. Independent Contractor Status

The SRDC is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the SRDC as the agent, representative or employee of the SWHHS or any purpose or in any manner whatsoever. The SRDC acknowledges and agrees that the SRDC is not entitled to receive any of the benefits received by SWHHS employees and is not eligible for worker' or unemployment compensation benefits under the SWHHS. The SRDC also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payment due to the SRDC and that it is the SRDC's sole obligation to comply with the applicable provisions of all federal and state tax laws.

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

**SWHHS**

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION**

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Attested By

\_\_\_\_\_  
Attested By

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION  
CONTRACT WITH  
FRIENDS OF THE CASEY JONES TRAIL ASSOCIATION  
FOR  
TECHNICAL SERVICES**

The following is a contract amendment to the contract with Friends of the Casey Jones Trail Association for technical services which will require a time extension beyond the original contract term per request from Friends of the Casey Jones Trail Association for the continued implementation of social media, marketing, and outreach strategies.

*WHEREAS the Contract Agreement under this Agreement reads:*

The Term of this agreement commences February 6, 2020 and shall continue through August 6, 2020.

*The contract agreement is amended to read:*

The term of this contract commences February 6, 2020 and shall continue through October 31, 2020.

All other areas of the contract will remain the same.

IN WITNESS WHEREOF, The SRDC has caused this contract amendment to be duly executed in its behalf and the other Friends of the Casey Jones Trail Association has caused the same to be duly executed on its behalf.

**SOUTHWEST REGIONAL  
DEVELOPMENT COMMISSION**

**FRIENDS OF THE CASEY JONES  
TRAIL ASSOCIATION**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Board Member

Date \_\_\_\_\_

Date \_\_\_\_\_



**TREASURER'S REPORT**  
**MONTH END August, 2020 - Bank Accounts as of 9/8/2020**

**Bank Account Information**

**INVESTMENTS -General Fund**

<b>Bank</b>	<b>Amount</b>	<b>Due Date</b>	<b>APY Interest Rate</b>
Jackson Federal Savings & Loan-Jackson	100,000.00	02/10/22	0.75%
Currie State Bank-Currie	108,789.20	09/02/20	2.05%
First Independent Bank-Russell	101,048.85	02/05/21	2.12%
<b>TOTAL</b>	<b>\$ 309,838.05</b>		

NOTE: The security deposit for the office building in the amount of \$50,000 is at the Slayton City Clerk's office at an investment rate of 2.30% on Oct.1, 2019. We currently have extra security at Minnwest Bank-Slayton and United Prairie Bank-Jackson to allow deposits above FDIC limits.

**ACCOUNTS-Dedicated and Undedicated Funds Program Accounts**

Minnwest Bank South-Slayton	Checking	\$	3,000.00
Minnwest Bank South-Slayton	Savings		337,601.06
Minnwest Bank South-Slayton	Savings-F & H		10,037.94
First Independent Bank-Russell	Savings		40,251.02
United Prairie Bank-Jackson	Savings		160,952.61
Jackson Federal S&L-Jackson	Savings		57,707.34
	<b>TOTAL ACCOUNTS</b>	\$	609,549.97
	<b>TOTAL INVESTMENTS</b>		309,838.05

**Approximate Designated Funds-Projects**

Murray Co. Early Childhood Coalition	\$	(2,159.59)
Regional Cultural Diversity Coalition		(1,904.27)
MN Rural Broadband Coalition		(9,402.22)
Designated Funds		(11,296.85)
<b>Committed to: Acquisition of Capital Assets-Equipment</b>		(89,432.10)
<b>Committed to: Acquisition of Capital Assets-Building</b>		(254,670.79)
<b>Committed to: Unemployment Claims</b>		(56,391.00)
<b>Committed to: Employee Retirement Transition</b>		(33,479.87)
<b>Compensated Absences Payable</b>		(56,535.66)
Subtotal Dedicated Funds in bank accounts	\$	(515,272.35)

**SubtotalCashflow amount** \$ 404,116

Less: Estimated Nongrant Payables due after 9/7/2020 (14,473)

**Funds for cashflow purposes-matching shares,** **\$ 389,643**

**committee meetings, Director and staff nongrant/contract work,**

**upfront work prior to grant reimbursement**

**SPECIAL REVENUE ACCOUNTS-NonAdministrative**

EDA Planning Funds	\$	50	
EDA Revolving Loan Funds-(business loans only)	171,585		Total EDA RLF
Currie State Bank-RLF Savings-(business loans only)	2,566		<b>174,151</b>
C-EDA Revolving Loan Funds-(business loans only)	<b>57</b>		
PACE Funds-(loans only)	118,777		ST PACE Loan Funds
PACE Funds-SEP-(loans only) (Possible Admin.Considerations)	326,980		<b>445,757</b>
PACE Funds-(Electric Companies-funds to pay off loans & admin)	21,963		Total PACE
PACE (County Funds used to pay down on REED loan) \$88,704	-		<b>467,720</b>
<b>TOTAL SPECIAL FUNDS</b>	<b>\$ 641,978</b>		

# Southwest Regional Development Commission

## Fiscal Year 2020

YTD Comparison % of Budget 100.00

	FY20 Budget Revision	Year to Date	Under / Over Budget	% of Overall Budget	Explanation/Comments
<b>Revenues</b>					
Taxes	384,000	396,808.91	-12,808.91	103.3%	Taxes Received June or July -Pay ahead 1st half-Jackson Co received July
Contract for Services	182,105	182,588.92	-483.92	100.3%	Based on activity earned to date. Approved usage of RLF interest receivable.
MnDOT	75,000	75,000.00	0.00	100.0%	Grant Earned
Economic Development Adm	70,000	70,000.00	0.00	100.0%	Grant Earned
CERTS	39,432	45,849.63	-6,417.63	116.3%	Based on activity earned to date for all CERTs-related projects
McKnight Funds	55,645	87,843.83	-32,198.83	157.9%	Based on activity earned to date with match requirement change
PACE loan orig/int/misc	33,467	31,062.85	2,404.15	92.8%	PACE assessments received May, June, & known July - Missing 5 projects
Interest & Miscellaneous	12,035	14,084.71	-2,049.71	117.0%	Interest receivable & vehicle included
<b>Total Revenues</b>	<b>851,684</b>	<b>903,238.85</b>	<b>-51,554.85</b>	<b>106.1%</b>	
<b>Expenditures</b>					
Committee Expenses	29,100	20,817.43	8,282.57	71.5%	Committee less due to zoom meetings/travel decreased
Salaries & Fringe	733,240	742,074.10	-8,834.10	101.2%	Add'l regular earnings & OT in lieu of taking leave, payouts etc.
Travel	48,933	38,427.33	10,505.67	78.5%	Travel reduction do to stay-at-home
Office Space Costs	36,503	34,791.77	1,711.23	95.3%	Decrease due to office closed April.
Postage	5,166	2,337.69	2,828.31	45.3%	Decrease primarily due to removal of postage meter
Communications	5,556	5,341.64	214.36	96.1%	
Printing/Publication	5,805	6,726.21	-921.21	115.9%	Position Advertising costs/Marketing costs in June
Insurance	3,169	3,405.00	-236.00	107.4%	
Supplies	4,506	2,159.03	2,346.97	47.9%	One-time costs not needed this year & fewer general supplies
Computer	13,457	15,199.99	-1,742.99	113.0%	Additional software-Adobe/In-Design needed
Professional Services	9,850	8,279.50	1,570.50	84.1%	
Other	5,468	5,653.09	-185.09	103.4%	
CERTS seed grant	2,500	5,000.00	-2,500.00	200.0%	Seed grants awarded, one closed June at \$5,000 vs 1/2 completion expected
Equipment/Building Updates	10,331	10,331.25	-0.25	100.0%	
PACE loan interest paid	513	512.99	0.01	100.0%	
Debt Service:Prin. & Int.	11,652	11,651.50	0.50	100.0%	
Building Lease Principal Pymt	17,586	17,585.91	0.09	100.0%	
<b>Total Expenditures</b>	<b>943,335</b>	<b>930,294.43</b>	<b>13,040.57</b>	<b>98.6%</b>	
<b>Revenues Over (Under) Expenditures</b>	<b>-91,651</b>	<b>-27,056</b>	Equipment & Building Reserves		The projected balance of expenditures exceeding revenues at 6-30-20 is \$27,056 including PACE. Equipment Reserve usage \$10,331 & PACE reserve change of \$9,551 leaves operations with a decrease of \$26,275, 25% of budget instead of 100%.
<b>Incr/(Decr) in PACE Pgm</b>	<b>12,766</b>	<b>9,551</b>			
<b>Incr/(Decr) in SRDC Operations</b>	<b>-104,417</b>	<b>-36,606</b>	<b>10,331</b>	<b>-26,275</b>	

## Southwest Regional Development Commission Project Reviews

September 2020

### USDA Rural Development

<u>Applicant</u>	<u>Project</u>	<u>Cost</u>
City of Fulda	Rescue Truck Purchase	\$25,000
City of Florence	Water Distribution Line Replacement	\$150,000

## **Southwest Regional Development Commission Project Review**

**Agenda Item:** 6

**Meeting Date:** September 10, 2020

**Project Name:** City of Fulda USDA Firetruck Replacement-USDA Rural Development

### **Project Description**

The City of Fulda Fire Department is seeking funding to replace their current rescue truck. The Fulda Fire Department serves the cities of Fulda and Dundee and some of the surrounding townships.

The city submitted an application to USDA Rural Development for \$25,000.00 to purchase a new rescue truck. Their current truck was manufactured in 1993. The replacement truck will be a 2003 Spartan Rescue/Pumper.

### **Staff Notes**

- The City of Fulda has been actively upgrading Fire Department equipment the last few years.
- Staff supports Fulda's application for a replacement fire rescue truck.

**Project Review Time:** 1 hour

**Income to the SRDC for this Review:** \$0

**Reviewer:** Rosemary Bruce-White, Development Planner

## **Southwest Regional Development Commission Project Review**

**Agenda Item:** 6

**Meeting Date:** September 10, 2020

**Project Name:** City of Florence Water Distribution Replacement

### **Project Description**

The city of Florence has applied for \$150,000.00 in assistance/funding from the Rural Development program to replace and updates all of the water distribution lines within city limits. The city has already secured \$585,000.00 from the State of Minnesota through their DEED program. Both the Preliminary Engineering Report and Environmental Report were completed this year. Project Bidding started in July 1st and construction is expected to begin August.

### **Staff Notes**

- Staff contacted the county highway engineer because there were three county roads within proximity of the project. As the project gets closer to constructions, permits will be required for construction within the Right-Of-Way,
- Staff also forwarded the information to MnDOT to ensure there were no conflict between any state projects.
- Their current water distribution system for the city is comprised of ¾ inch pipe and built in the 1970's. It is now brittle and subject to breakage due to age and materials used.
- The proposed project includes the installation of hydrants. There are currently no hydrants within city limits, meaning that they are unable to provide water to fight fires or to flush the system.
- The project will also include "looping" of the distribution system. Looping the water distribution lines will improve water pressure, water quality and water reliability.
- Grate valves will also be added to the system along with hydrants. The installation of grate valves will allow the city to isolate portions of the water system when performing maintenance and future repairs.
- Some city streets will need to be reconstructed in areas where excavation is needed for service connection.

**Project Review Time:** 1 hour

**Income to the SRDC for this Review:** \$0

**Reviewer:** Rosemary Bruce-White, Development Planner

**SOUTHWEST REGIONAL  
DEVELOPMENT COMMISSION**

**PERSONNEL POLICY**

**AND**

**OFFICE REGULATIONS**

**Effective**

**September 8, 2020**

**July 13, 2006**

**~~Revised April 14th, 2011~~**

**~~Revised November 10, 2011~~**

**~~Revised November 14, 2013~~**

**~~Revised July 16, 2014~~**

**~~Revised September 11, 2014~~**

**~~Revised September 10, 2015~~**

**~~Revised May 12, 2016~~**

**~~Revised September 8, 2016~~**

## **Mission Statement**

“Providing professional expertise and leadership to enhance regional opportunities”.

## **Definitions**

For purposes of this policy manual, words used have the following definitions:

**Board:** The Board of Directors of the Southwest Regional Development Commission, consisting of 1 representative from each county, 1 representative from each city over 10,000 in population, 1 school board member and a Chair.

**Budget & Personnel Committee:** A Committee of the Commission established to make recommendations on budget and personnel issues.

**Commission:** The Southwest Regional Development Commission, the membership of which is currently determined by Minnesota Statutes § 462.388:

### **462.388 Commission membership.**

Subdivision 1. **Representation of various members.** A commission shall consist of the following members:

- (1) one member from each county board of every county in the development region;
- (2) one additional county board member from each county of over 100,000 population;
- (3) the town clerk, town treasurer, or one member of a town board of supervisors from each county containing organized towns;
- (4) one additional member selected by the county board of any county containing no townships;
- (5) one mayor or council member from a municipality of under 10,000 population from each county, selected by the mayors of all such municipalities in the county;
- (6) one mayor or council member from each municipality of over 10,000 in each county;
- (7) two school board members elected by a majority of the chairs of school boards in the development region;
- (8) one member from each council of governments;

(9) one member appointed by each native American tribal council located in each region; and

(10) citizens representing public interests within the region including members of minority groups to be selected after adoption of the bylaws of the commission.

*Executive Committee:* The Executive Committee of the Commission, made up of the Chair, Vice-Chair, Treasurer, Secretary and the immediate past-chair.

*Executive Director:* The Executive Director of the Commission.

*Exempt Employee:* A position fulfilling executive, administrative or professional capacities and which meet the FLSA standards for exempt employment.

*FLSA:* Fair Labor Standards Act. The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

*Health Care Savings Plan:* ~~a~~A public employer-sponsored program administered by the Minnesota State Retirement System (MSRS) that allows employees to save pre-tax money to pay post-employment medical and expenses and/or health insurance premiums.

*Initial Evaluation Period:* A period of up to six months during which the employee is required to demonstrate the ability to perform the duties and fulfill the responsibilities of the position.

*Non-Exempt Employee:* A position fulfilling clerical or technical capacities that do not meet the FLSA standards for exempt employment.

*Regular Employee:* An employee who has successfully completed their Initial Evaluation Period and has been advanced to regular status by the Board of Directors.

*Retirement:* Employees who have been employed by the Commission for at least twenty years may voluntarily leave the employment of the commission and be considered “retired” from the Commission for the purposes of this policy.

*Temporary Employee:* An employee who is appointed for a specific period of time with a definite end date.



## **Part I: Personnel Policies**

### **Section 1: Principles and Scope**

#### **1.1 *Purpose.***

The purpose of these personnel policies is to establish a system of personnel administration for the Southwest Regional Development Commission, (SRDC or Commission).

#### **1.2 *Application.***

The provisions of these policies shall apply to all employees of the SRDC except the following:

- a) The Executive Director
- b) Elected Officials
- c) Consultants and others rendering professional services on a fee or contract basis
- d) Volunteer personnel and personnel appointed to serve without pay, including members of boards and commissions.

#### **1.3 *Management Rights.***

Any term and condition of employment shall remain solely within the discretion of the Commission to modify, establish or eliminate. The Commission retains the full and unrestricted right to operate and manage all personnel, facilities and equipment; to establish functions and programs; to set and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by these policies and/or commission resolutions.

#### **1.4 *Separability.***

If any part of this policy is declared to be unlawful, unenforceable or not in accordance with applicable state or federal law by any legislative, administrative or judicial authority, all other provisions of this policy shall remain in full force.

### **Section 2: Hiring of Personnel**

#### **2.1 *Staffing Level.***

It shall be the responsibility of the Executive Director to recommend a staffing level needed to perform the duties of the Commission. The Budget and Personnel Committee shall review the Executive Director's recommendation and refer to the Board of Directors for action.

#### **2.2 *Vacancies.***

The Executive Director shall have the authority to advertise to fill staff vacancies as they occur. The Chair of the Budget and Personnel Committee and the Board Chair shall be informed of vacancies and may

participate in the interview and selection process at their discretion. Final approval of all appointments shall be the responsibility of the Board of Directors.

2.3 *New Positions.*

In accordance with SRDC By-laws, it is the responsibility of the Commission to approve all new staff positions.

2.4 *Notice.*

~~Notice of a~~ All open positions shall be advertised on various media platforms, including local papers, social media, the SRDC website and other appropriate locations ~~be given through the use of classified advertising~~ at least two weeks in advance of the application deadline ~~in a newspaper of general circulation within the region.~~

2.5 *Temporary Appointments.*

The Executive Director may make temporary appointments or contract with a temporary work agency to provide temporary assistance when necessary to carry out the business of the Commission.

### **Section 3: Conditions of Employment**

3.1 *Initial Evaluation Period.*

All appointments shall be subject to a six month Initial Evaluation Period. The employee's direct supervisor shall be responsible for conducting performance reviews as necessary throughout the Initial Evaluation Period. The Executive Director shall make a final recommendation as to employee status to the Board of Directors who shall determine if the employee shall be placed on regular status.

3.2 *Hours of Work.*

The normal work week for Commission employees between Labor Day and Memorial Day is Monday through Friday from 8:00 a.m. to 4:30 p.m. including an unpaid 30 minute lunch period. Employees are allowed one 15 minute break in the morning and one 15 minute break in the afternoon. From Memorial Day to Labor Day the SRDC offices will be closed at 2:30 on Friday afternoons. Staff may either work other hours to make up the time or use vacation or comp time —Thee earned. The Executive Director shall assign actual hours of employment for all employees.

3.3 *Overtime for non-exempt employees.*

Overtime is work in excess of 40 hours actually worked per week. Overtime requires prior authorization by the employees' immediate supervisor and the Executive Director, preferably in writing. Non-exempt employees will receive compensatory time off at a rate of 1.5 hours per 1 hour worked in excess of 40 hours per week. The maximum compensatory time accumulation shall be 40 hours. In extraordinary

circumstances the Executive Director may approve a pay out of overtime in lieu of compensatory time off.

### 3.4 *Telecommuting*

- 3.4.1 The intent of this policy is to help employees who telecommute and their supervisors understand their obligations and the agency's responsibilities when working from a home office Telecommuting may be either a voluntary arrangement with the agency or may be mandatory, depending on the position and work requirements.

### 3.5 *Voluntary Telecommuting*

- 3.5.1 For purposes of this policy, employees who work from a home office on a regularly scheduled basis will be considered telecommuters. This does not include employees who work from their home on an infrequent basis. Employees who are working from home in response to the Covid-19 pandemic are not considered to be scheduled telecommuters but emergency telecommuters.

#### a. Part-Time Telecommuter

- The employee will be scheduled to work from home at least 50% of the time. They will agree to share their agency work station with one or more other telecommuters on a pre-arranged basis. The number of telecommuters that will share a work station depends on the amount of time scheduled in the agency work station.
- This agency work station could be personalized as agreed by the telecommuters, but only one computer station and desk will be provided. A lockable, private storage area for each telecommuter may be provided which may or may not be in the immediate work area.

#### b. Full-Time Telecommuter

- The employee will be scheduled to work from home at least 80% of the time. The telecommuter will agree to give up their personal agency work station.

#### c. Temporary Telecommuter

- The employee will be scheduled to work from home at least 80% of the time on a temporary basis due to unique and unusual circumstances, such as temporary physical mobility issues or a temporary shortage of agency office space. The duration of the agreement will be determined by the

employee and the supervisor prior to authorization and may be extended if agreed upon by all parties.

#### 3.5.2 Employees may telecommute if:

- a. Client service does not decrease.
- b. The employee's performance, work habits, and abilities are conducive to working from home.
- c. Working from home does not increase the workload for other staff.
- d. Working from home does not disrupt the work of other staff.
- e. Their duties can be fulfilled from within the working-at-home structure.
- f. The employee successfully completes the mandatory telecommuting training.

#### 3.5.3 Terms and Conditions

- a. All State and Federal statutes and rules and all SRDC policies and procedures will be followed while working at home.
- b. Before participation begins, the employee will complete a Telecommuting Application. If the application is approved, the employee and supervisor will read and sign the Telecommuting Agreement attesting that the employee and supervisor have received and reviewed these guidelines. Any on-going arrangement to work at home will be requested by the supervisor and/or the employee and approved by the supervisor and agency director. Such approval is at the sole discretion of the agency.
- c. To minimize cost and maximize efficiency, the employee and supervisor will attend mandatory telecommuting training. The employee's immediate supervisor will conduct an on-site supervisory visit within the first thirty days.
- d. Employees will be expected to participate in all meetings and training related to the performance of their job. Supervisors may allow employees to attend by alternate means such as speaker phones, conference calls, or other means to facilitate working at home.
- e. Working at home is a voluntary agreement between the agency and the employee. It is neither a benefit nor a right; it is a privilege. Employees have the option not to participate. Permission for the

arrangement may be withdrawn at the discretion of the agency director.

- f. This arrangement does not change the basic terms and conditions of employment. The employee's salary, benefits, work status, and responsibilities will not change as a result of working at home.
- g. Telecommuters may not receive any advantage or disadvantage for purposes of position upgrade or promotion because of the telecommuting arrangement.
- h. The employee must agree to a telecommuting arrangement for a period of at least six months (unless the situation has been defined as "temporary"). After that time, the employee must give at least thirty days notice of intent to discontinue along with the reason. This must be approved by the supervisor. The arrangement may be discontinued if it is determined that it is no longer beneficial for either the employee or the agency.
- i. The work at home arrangements will be reviewed on a regular basis (along with the employee's annual review and/or when a change in position occurs) to determine if the telecommuting guidelines and the agreement are being met and if the arrangement should be continued. Such determination will be at the sole discretion of the agency director or designee. If the guidelines are not being met, the telecommuting arrangement will be discontinued. When a telecommuting arrangement terminates, all SRDC owned equipment and supplies will be returned to the SRDC.
- j. Employees may not conduct in-person customer/client meetings ~~or interview~~ in their homes.
- k. Telecommuters will manage child/dependent care and personal responsibilities in the same way they meet these responsibilities while working at the agency-owned work station and in a way that allows them to successfully meet job responsibilities. Employees who are working at home need to work in an environment free from family or personal distractions. Telecommuting is not to be used as a substitute for full-time dependent care.
- l. Telecommuters will work with their supervisors to set regularly scheduled days and hours for working at home and at the agency work station. Changes may be made to the schedule, if needed, with the approval of the supervisor.
- m. Employees are eligible for mileage reimbursement to meet with clients and to attend meetings or trainings outside their home office or the agency. Mileage will be determined based on the shortest distance from either the home office to the

client/meeting/training or from the agency to the client/meeting/training. Commuting mileage to the agency office is never reimbursable.

- n. Telecommuting is not intended for individuals who are on medical leave due to a doctor's prohibition.
- o. Employees will be required to report the hours worked just as they would if they were working in the office. Supervisors are responsible for monitoring and approving any overtime work performed off-site.
- p. Each supervisor will decide upon how they will handle leave status or hours-worked issues relating to weather emergencies (snow storms, flooding, etc.) and other extenuating circumstances (power outages, non-functioning PC, etc.) that impact the telecommuter's safety and ability to work, but said decisions will be consistent with SRDC policies.

#### 3.5.4 Performance

- a. Supervisors are responsible for effectively monitoring and measuring the work performed by employees. The work at home arrangement should be approved only when this is possible.
- b. This arrangement will not be approved for employees who have absenteeism or work performance issues.
- c. Employees will keep their supervisor informed of progress on assignments worked on at home and of any problems experienced. Employees will also communicate as needed to ensure meeting the needs of their supervisors, co-workers, clients, and customers.
- d. Employees who telecommute will be expected to perform an additional 10% of job responsibilities of those who do not telecommute. The job responsibilities assigned will be determined by that employee's supervisor.
- e. Telecommuting must not result in additional work for staff in the office that do not telecommute.

#### 3.5.5 Equipment/Supplies

- a. SRDC will provide the following equipment: a personal computer and printer. Other office supplies required for job function will be provided and will be transported however possible. When necessary, staff shall obtain supplies from a local supplier and be reimbursed.

- b. Equipment, software, and other supplies furnished by SRDC remain the property of SRDC and are subject to the same business use restrictions as outlined in the Office Regulations. If the equipment requires maintenance or repair, the employee should contact their supervisor and arrangements will be made for maintenance or repair.
- c. SRDC does not assume responsibility for any loss, damage, or wear to employee owned equipment or furnishings.

#### 3.5.6 Work Space

- a. The employee agrees to provide a safe at-home work space. To ensure that the safe working conditions exist, SRDC will make at least yearly inspections of the at-home work space.
- b. The employee will be responsible for any costs related to remodeling of the work space, utilities, and office furniture.
- c. The employee's designated at-home work space will be considered an extension of the employee's primary work-site.
- d. Any tax implications related to the at-home work space are the responsibility of the employee.

#### 3.5.7 Liability

- a. SRDC's Minnesota Counties Insurance Trust (MCIT) Liability plan remains in effect for participants in this project.
- b. SRDC assumes no liability to third parties for injuries or property damage occurring at the employee's home. Employees remain liable for such injuries and damages. The employee agrees to carry homeowner's or renter's liability insurance when having SRDC owned equipment in their home, and will supply SRDC with proof of same.
- c. Telecommuters are responsible for submitting claims for stolen or damaged SRDC owned equipment to their homeowner's or renters insurance company, notifying their supervisor and for filing a police report with the local police department, if appropriate. The supervisor should be consulted in the event of any damage to or loss of SRDC owned property.
- d. The employee is responsible for establishing a safe and secure work environment. However, if the employee sustains an injury during the course and scope of performing assigned work responsibilities, employee will be provided worker's compensation benefits subject to review of the injury and applicable law. The

employee is obligated to provide prompt notice of an injury to their supervisor.

### 3.5.8 Data Privacy

- a. The legal status of all data used by the employee remains unchanged by the employee's work location.
- b. Employees will take all necessary precautions to secure and prevent unauthorized access to all data used in the performance of their work responsibilities and agree to follow all pertinent policies, laws, and rules regarding data privacy.
- c. Documents, reports, data, and software products created as a result of work-related activities are the property of SRDC and are subject to SRDC policies and state law.
- d. Handling and disposal of documents, reports, and data will be in accordance with SRDC policy.

### 3.6 *Mandatory Telecommuting (Off-site Workers)*

Certain positions at the SRDC are required to be located off-site, often in a home office. While many of the rules concerning off-site workers are the same as for voluntary telecommuters, there are some differences as well. Sections 3.5.5-3.5.8 above will remain in effect for all workers located off-site.

#### 3.6.1 *Travel; Mileage Reimbursement*

For off-site workers, the location of their regular office space shall be considered their home station for mileage reimbursement purposes. Mileage will be reimbursed for travel away from the home station, including to the main offices located in Slayton. If the employee's office is not located within their home, mileage between their home and their home station is NOT reimbursable.

#### 3.6.2 *Terms and Conditions*

- a. All State and Federal statutes and rules and all SRDC policies and procedures will be followed while working at home.
- b. Employees will be expected to participate in all meetings and training related to the performance of their job. Supervisors may allow employees to attend by alternate means such as phones, conference calls, video conferencing or other means to facilitate working at home.
- c. This arrangement does not change the basic terms and conditions of employment. The employee's salary, benefits, work status, and responsibilities will not change as a result of working at home.



- d. Employees may not conduct in-person customer/client meetings ~~or interview~~ in their homes.
- e. Telecommuters will manage child/dependent care and personal responsibilities in the same way they meet these responsibilities while working at the agency-owned work station and in a way that allows them to successfully meet job responsibilities. Employees who are working at home need to work in an environment free from family or personal distractions.
- f. Telecommuters will work with their supervisors to set regularly scheduled days and hours. Changes may be made to the schedule, if needed, with the approval of the supervisor.
- g. Employees will be required to report the hours worked just as they would if they were working in the office. Supervisors are responsible for monitoring and approving any overtime work performed off-site.
- h. Each supervisor will decide upon how they will handle leave status or hours-worked issues relating to weather emergencies (snow storms, flooding, etc.) and other extenuating circumstances (power outages, non-functioning PC, etc.) that impact the telecommuter's safety and ability to work, but said decisions will be consistent with SRDC policies.

### 3.6.3 *Performance*

- a. Supervisors are responsible for effectively monitoring and measuring the work performed by employees.
- b. Employees will keep their supervisor informed of progress on assignments worked on at home and of any problems experienced. Employees will also communicate as needed to ensure meeting the needs of their supervisors, co-workers, clients, and customers.

## **Section 4: Leave Benefits**

### 4.1 *Full-Time.*

Regular full-time employees (60 or more hours per pay period) are entitled to vacation, sick leave, and holiday and health insurance benefits prorated according to hours worked at a percentage of a full 80 hour pay period. Those permanent full-time employees prior to September 1, 1994 will receive non-prorated insurance benefits.

### 4.2 *Part-Time.*

Regular part-time employees are eligible for pro-rated vacation and sick leave based on the number of hours worked.

#### 4.3 *Compensatory Time.*

Exempt employees are eligible for compensatory time to be granted at the discretion of the Executive Director at a ratio of 1:1. Maximum compensatory time accrual is 40 hours, unless approved by the Executive Director on a short term basis due to workload and/or outside contracting necessities.-

#### 4.4 *Holidays.*

Holidays for employees of the Commission shall be as defined by Minnesota Statute 645.44 Subd. 5. "Holiday" includes New Year's Day, January 1; Martin Luther King's Birthday, the third Monday in January; Washington's and Lincoln's Birthday, the third Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; Labor Day, the first Monday in September; Veteran's Day, November 11; Thanksgiving Day, the fourth Thursday in November; the Friday after Thanksgiving, (in lieu of Columbus Day); and Christmas Day, December 25; provided, when New Year's Day, January 1; or Independence Day, July 4; or Veteran's Day, November 11; or Christmas Day, December 25; falls on Sunday, the following day shall be a holiday and, provided, when New Year's Day, January 1, or Independence Day, July 4; or Veteran's Day, November 11; or Christmas Day, December 25; falls on Saturday, the preceding day shall be a holiday.

When Christmas falls on Tuesday, Wednesday, Thursday or Friday, the office of the Commission shall be closed at 12:00 noon on the day before Christmas, with employees receiving four hours of holiday pay. Employees may also take an additional 4 hours of compensatory time off or vacation. If all employees request the additional time off, the offices of the Commission shall be closed for the entire day.

Part-time regular employees will be provided pro-rated holiday pay. The amount of payment will be the percentage of their full time equivalent for the position.

If an SRDC employee performs SRDC business on a holiday, the employee may bank any portion of the holiday with the Executive Director's permission.~~the holiday shall be retained over the Executive Director's signature.~~

#### 4.5 *Vacation.*

Eligible employees shall earn vacation with pay according to the ~~following~~ rate schedule listed below. Employees begin earning vacation immediately upon employment, but may not take accumulated leave until after they have successfully passed their initial evaluation period. Exceptions may be granted by the Executive Director for extraordinary circumstances. Employees who:

<u>Year</u>	<u>Hours</u>
<u>0-1+</u>	80

2	96
3	104
4	112
5-14	120
15+	160

- 4.5.1 Maximum accrual of vacation leave shall be 140 hours for employees with \_\_\_\_\_less than 15 years of service and 180 hours for employees with more than 15 years of service. Employees who have reached their maximum accrual must reduce their hours below their maximum during the next immediate pay period to avoid losing hours.

Maximum accrual of vacation leave shall be pro-rated for part-time regular employees based on hours worked.

Changes in vacation rate shall be effective at the beginning of the next payroll period following the employee's anniversary date.

- 4.5.2 New employees who, immediately prior to their employment with the Commission, were employed by another governmental entity **in Minnesota** may, with the approval of the Board, be granted credit for their previous governmental service in meeting the above service requirements.

- 4.5.3 Employees will accrue vacation leave while on probationary status, but shall not be eligible to take vacation leave until successful completion of the Initial Evaluation Period.

#### 4.6 *Sick Leave.*

- 4.6.1 Eligible employees shall earn sick leave according to the following rate schedule:

First Year	48 hours
Subsequent Years	96 hours

Unused sick leave may be accumulated to a total of 520 hours. Part-time employees will have earnings and maximum accumulation pro-rated.

Changes in sick leave rate shall be effective at the beginning of the next payroll period following the employee's anniversary date.

- 4.6.2 New employees who, immediately prior to their employment with the Commission, were employed by another governmental entity in Minnesota may, with the approval of the Board, be granted credit for their previous governmental service in meeting the above service requirements.

- 4.6.3 ~~A regular or probationary e~~All employees may utilize allowances of sick leave if approved by the Executive Director for absences necessitated by

inability to perform the duties of his/her position by reason of illness or injury, pregnancy, by necessity for medical or dental care, by exposure to contagious disease under the circumstances in which the health of employees with whom he/she is associated or members of the public with whom he/she deals would be endangered by his/her attendance on duty, or by illness in his/her immediate family for such periods as his/her attendance shall be necessary. The term "immediate family" shall be as defined in Minnesota Statute, "child, adult child, spouse, sibling, parent, grandparent, step-parent, spouse's mother or father and grandchild. In addition, a Committee consisting of the Executive Director, the SRDC Chair and the Budget and Personnel Committee Chair shall have the discretion to grant sick leave to a requesting employee under other circumstances as may be deemed appropriate by the Committee. The Executive Director may require a medical explanation or medical certificate as he/she deems necessary before approving the utilization of sick leave. A written statement from a Christian Science practitioner that the employee is a Christian Scientist and is under-going treatment may be accepted in lieu of a medical statement.

4.6.4 All ~~Employee's~~ may also use sick leave for "safety leave", which is defined as "leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse or stalking." Employees may take safety leave for the purpose of receiving assistance for him or herself and for helping "immediate family" as defined above.

4.7 *Catastrophic Sick Leave Policy.*

When an employee has accumulated 520 hours of sick leave, (or the pro-rated maximum for part-time employees) he or she shall continue to accrue sick leave. Any hours in excess of 520 at the end of each pay period will be placed in a special catastrophic sick leave fund for that employee. Use of the catastrophic fund can only occur when all other forms of leave have been exhausted. The Executive Committee must approve any requests for use of the catastrophic leave fund. No reimbursement shall be made on the catastrophic leave account when an employee is separated or retires from employment with the Commission.

4.8 *Donated Sick Leave.*

An employee has the option of donating sick leave from their base amount to another employee that has exhausted all available leave. Use of these hours must qualify under the definition of sick leave defined in these policies. Hours accumulated in catastrophic sick leave pools cannot be donated to other employees.

4.9 *Funeral Leave.*

All employees, ~~in~~ case of the death of a member of the employee's immediate family (parents, children, spouse, siblings, brothers in law, sisters in law, grandparents, grandchildren, parents in law or other person who by special circumstances may have occupied one of the above roles) may be granted by the Executive Director ~~may grant~~ a

maximum of two (2) days of paid Funeral Leave. Employees may use sick leave in addition to funeral leave for a total of five days. Employees may request additional use of sick leave depending on individual circumstances. Part-time employees are eligible for pro-rated funeral leave.

An employee wishing to attend a funeral service for extended family may utilize sick leave to do so with the approval of the Executive Director. ~~Department Head and may utilize any accrued personal time, vacation time, or sick leave as may be approved by to compensate for this leave.~~

#### 4.10 *Jury Duty.*

A leave of absence with pay shall be granted to an employee who is called for jury duty or subpoenaed as a witness. This leave of absence shall not exceed 15 calendar days within one fiscal year.

#### 4.11 *Military Leave.*

4.11.1 A leave of absence with pay shall be granted to employees who are members of the uniformed services (such as a State National Guard or Federal Reserve component) and are called to participate in a Reserve Training program. This leave of absence shall not exceed 15 calendar days in any one fiscal year.

4.11.2 Employees who are members of the uniformed services shall be granted leave of absences without pay if called upon to serve on active duty in the armed forces of the United States or the State of Minnesota.

4.11.3 An eligible employee on military leave shall not be limited to the maximum accrual of vacation leave. He/she may immediately upon his/her reinstatement from military leave take all vacation leave in excess of the maximum accumulation. In the alternative, they may elect to be -credited with the vacation leave in excess of the maximum accumulation, but such leave shall be taken at a time determined by the Executive Director within two years of the date of reinstatement. Part-time employees will have the maximum rate pro-rated.

#### 4.12 *School Leave.*

Employees shall be provided up to 16 hours of unpaid leave during any 12 month period to enable a parent to attend a child's special education, pre-school or school conference or school related activities if those conferences or activities cannot be scheduled during non-work hours. Employees may use accrued paid vacation leave or other appropriate leave for this purpose. Where the need for school leave is foreseeable, the employee must give the employer reasonable prior notice and must make a reasonable effort to schedule the leave so as not to unduly disrupt operations.

#### 4.13 *Elections.*

4.13.1 Employees are entitled to take time off work without loss of pay to vote in a regularly scheduled state primary or general election, an election to fill the vacancy in the office of United States Senator, United States Representative, State Senator or State Representative, or a presidential primary. Employees must exercise this provision during the morning of the election.

4.13.2 Employees shall be given paid time off to serve as an election judge provided the employee gives at least 20 days advance written notice to the Executive Director.

#### 4.14 *Political Convention Leave.*

An employee who is a member of a state central committee of a major political party, or who is a delegate to a political convention will be given unpaid leave to attend a meeting of the committee or to attend the convention. The employee must provide ten days prior written notification to the Executive Director.

#### 4.15 *Parenting Leave.*

4.15.1 An employee who is a natural or adoptive parent may take an unpaid leave in conjunction with the birth or adoption of a child. The length of the leave shall be determined by the employee, but may not exceed twelve weeks, unless agreed to by the Executive Director.

4.15.2 The leave shall begin at a time requested by the employee. The leave may be taken anytime within 12 months of the child's birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the twelve month window within which the parent can take leave begins when the child leaves the hospital.

4.15.3 The employee will continue to have insurance coverage available while on leave of absence under any group insurance policy, group subscriber contract, or health care plan for the employee and any dependents. It shall be the responsibility of the employee to pay any and all insurance premiums while on unpaid leave.

#### 4.16 *Nursing Mothers.*

The Commission supports employees who wish to breastfeed their children, and will make a reasonable effort to provide employees who need to express their milk with a private place in which to do so.

#### 4.17 *Civil Air Patrol Service.*

An employee who renders service as a member of the Civil Air Patrol shall be given an unpaid leave upon the request and under the authority of the state or any of its political subdivisions.

#### 4.18 *Cancellation.*

With the exception of military and jury leaves of absence, the Executive Director, upon prior written notice to the employee, may at any time cancel an employee's leave of absence. Such notice shall specify a reasonable date of leave ~~cancellation~~termination.

#### 4.19 *Other Leave.*

Eligible employees shall also be granted leaves of absence without pay upon the approval of the Executive Director:

- When requested for reason of pregnancy
- For the entire period of an employee disability because of sickness or injury
- In other instances, such as for employee training where it is held that the granting of such leave would be in the best interest of the Commission

### **Section 5: Other Benefits.**

#### 5.1 *Insurance.*

The Commission shall provide its eligible employees with access to a group medical insurance plan. The Commission will select a medical insurance plan and require an employee premium contribution based upon the current cost of medical insurance and/or the Commission's financial situation.

##### 5.1.1 To qualify for the group medical insurance plan, an employee must be at least .75 FTE. Employees are eligible for the group medical insurance plan effective the first day of the month following employment.

Effective July 1, 2002 the Commission will pay 100% of single coverage for eligible employees opting for coverage.

For employees opting for family coverage, the Commission will pay an amount equal to 100% of single coverage plus 60% of the remaining family premium. The employee is responsible for the other 40% of the remaining family premium. Employees on leave without pay shall pay a pro-rata portion of the appropriate premium amount based on the percentage of hours worked during the month. Probationary employees who are absent from work due to illness may be exempted from this provision at the discretion of the Executive Director.

#### 5.2 *PERA.*

Employees of the Commission are public employees within the meaning of Minnesota Statutes, Chapter 353 and, thus, are members of the Public Employees Retirement Association. The Commission shall make the employer's contributions to the pension funds of its employees.

#### 5.3 *Additional Benefits.*

The Commission also allows for its employees to receive additional benefits not specifically identified within this Policy Manual i.e. PERA Life Insurance, PERA Deferred Compensation Plan, AFLAC, and the Commission's Section 125 Flex Benefit Plan. These benefits will be extended to employees based upon the eligibility criteria found within the Plan Administrators Guide to Benefits or by policy established by the Executive Director and approved by the Committee and/or the Board of Directors.

5.4 *Training.*

Subject to budgeting limitations, the Executive Director may authorize the participation of employees in such in-service training programs so as to improve the quality of personnel employed by the Commission. The costs of such in-service training, including tuition and registration, laboratory and other fees, but not including books, instruments, or other materials retained by the employees, may be paid for in whole or in part by the Commission. Payment of training costs may be made for accredited job related academic courses for a maximum of twelve quarter hours or their equivalent, or one course per quarter, in any continuous twelve month period, providing that the employee submits evidence of satisfactory completion of such courses.

5.5 *Bonds.*

The filing of performance or fidelity bonds for employees of the Commission shall be undertaken in a manner and in amounts as prescribed by the Commission. The cost of such bonds shall be assumed by the Commission.

## **Section 6: Disciplinary Action, Appeals and Grievances**

6.1 *Grievances.*

Realizing that certain areas of disagreement, not covered by the provisions of the Regional Personnel System, may arise between employees of the Commission and their immediate supervisors; it is the policy of the Commission that its employees shall have the right to present their grievances individually, as a group or through their designated representatives. Such grievance shall first be presented to the employee's immediate supervisor who together with the Executive Director shall attempt to resolve the grievance. If unresolved after a period of two weeks, the matter shall be referred to the Budget and Personnel Committee of the Commission for disposition.

If unsatisfied with the disposition of the Budget and Personnel Committee, the employee may within five days appeal to the Full Commission. The Commission, however, shall be under no obligation to hear the matter and if such is the case the determination of the Budget and Personnel Committee shall be final.



## 6.2 *Performance.*

- 6.2.1 Standards of performance established as a basis for service ratings shall have reference to the quality and quantity of work done; the manner in which the service is rendered, the faithfulness of employees to their duties and such other characteristics as will measure the value of the employee to the Commission. Such ratings shall be made by the employee's immediate supervisor and reviewed by the Executive Director. The Executive Director may take action to secure the adjustment of the ratings to conform to the facts as ascertained. It shall be a duty of the director to provide for uniformity of application of the standards by different rating supervisors. The service rating shall be discussed with the employee, with the view of encouraging the employee who has performed well and also affording an opportunity for employees to correct individual weaknesses.

Employment, promotion, and layoff shall be on the basis of merit and quality of job performance. Where these factors are considered by the Executive Director to be equal between employees, the action to be taken shall be on the basis of seniority.

## 6.3 *Disciplinary Action.*

- 6.3.1 Disciplinary action shall be promptly administered and thoroughly documented. If an employee's performance and/or conduct fall below the prescribed standards of the Commission. The employee will be subject to disciplinary measures. Causes for disciplinary actions include, but are not limited to:

- Failure to perform job duties or meet performance objectives;
- Violations of funding source regulations or guidelines;
- Actions detrimental to the Commission;
- Misrepresentations and/or derision of Commission Policy, Procedures or Personnel;
- Failure to comply with any policy or procedure of the Commission.

- 6.3.2 Any one or all of the following disciplinary measures may be taken based on the performance issues involved; verbal reprimand, extension of Initial Evaluation Period, demotion, suspension with pay, written reprimand, probation, suspension without pay, termination. This list is not intended to be all-inclusive or to indicate any particular order in which disciplinary action may be taken.

If the suspension period exceeds thirty calendar days in any twelve month period a regular employee shall, before the action is taken, be furnished with a written statement setting forth the specific reason for the suspension. The employee shall be permitted five days time to reply in writing to the Executive Director. A copy of the Executive Director's

statement and of the employee's statement, if any, shall be filed with the Chairman of the Commission prior to the effective date of the suspension. The employee shall have a period of thirty days after the date of suspension in which to demand a hearing before the Budget and Personnel Committee. The employee may within five days appeal the ruling of the Budget and Personnel Committee to the Full Commission. The Commission, however, shall be under no obligation to hear the matter and if such is the case, the determination of the Budget and Personnel Committee shall be final. If it is proved that the employee was unjustifiably suspended, any rights that they would have had if the suspension had not occurred shall be reinstated during the following payroll period

6.4 *Demotion.*

The Executive Director may demote an employee for the inefficient performance of their duties, for disciplinary reasons or for other just causes.

6.5 *Dismissal.*

Employees who do not have regular status with the Commission may be dismissed at any time at the discretion of the Executive Director. No employee who has regular status shall be dismissed from their position except for just cause.

## **Section 7: Terminations and Reductions in Force**

7.1 *Voluntary Resignation.*

An employee of the Commission may resign in good standing by submitting a written letter of resignation at least 14 days prior to the effective date of the resignation.

7.2 *Accrued Leave.*

Termination or other payments shall not be paid until after the Executive Director and employee have signed the standard SRDC Separation Agreement.

7.3 *Vacation.*

An employee who leaves the employment of the Commission for any reason shall be paid for accrued vacation leave, which will be placed in a Health Care Savings Plan according to the schedule below.

7.4 *Comp. Time.*

Non-exempt employees shall be paid for their outstanding comp. leave balance. Exempt employees shall not be paid for any comp. leave balance.

7.5 *Sick Leave.*

An employee who leaves the Commission~~retires~~ after at least twenty years of employment with the Commission shall be paid 50% of their

accrued sick leave, which will be placed in a Health Care Savings Plan according to the schedule below. Employees who are terminated involuntarily will be paid 25% of their accrued sick leave, which will be placed in a Health Care Savings Plan according to the schedule below. Employees who leave the employment of the Commission voluntarily will be paid 20% of their accrued sick leave, which will be placed in a Health Care Savings Plan according to the schedule below. Employees terminated for cause are not eligible to be paid accrued sick leave. In accordance with Section 4.4.4 employees shall not be paid for accrued sick leave in a catastrophic sick leave fund.

#### 7.6 *Reduction in Force.*

Should it become necessary to reduce the number of persons employed by the Commission for any reason, the Commission may lay off any employee. Such layoff shall be considered an involuntary termination without cause and such employee shall qualify for unemployment compensation.

##### 7.6.1 Regular employees who are terminated involuntarily without cause shall be eligible to receive termination pay at a rate of one week's pay for every completed year of service to a maximum of 4 weeks s of pay.

#### 7.7 *Meritorious Service.*

The SRDC Board may, at its discretion, provide remuneration for any employee who has performed meritorious service upon his/her voluntary or involuntary termination of employment with the Commission.

#### 7.8 *Post Employment Health Care Savings Plan.*

All employees eligible for the above described severance payments will contribute to the Post Employment Health Care Savings Plan as follows:

- Upon completion of 0-9 years of employment, 0% of sick leave and vacation payout.
- Upon completion of 10 years of employment, 50% of vacation payout and 100% of sick leave payout.
- Upon completion of 15 years of employment, 100% of vacation payout and 100% of sick leave payout.

Years of employment are based on anniversary date of initial hire to a permanent position. Temporary positions are not included.

~~7.8A Any employee who is leaving the employ of the SRDC and transitioning to MNRAAA, Inc. will transfer their entire vacation leave balance and their entire sick leave balance to MNRAAA, Inc. as of December 31, 2015 releasing them from the Post-Employment Health Care Savings Plan requirements.~~

##### 7.81 *Exception.*

If vacation or sick leave severance is paid out because of the death of an active employee, the funds will not be contributed to the Health Care Savings Plan. The amounts will be paid in cash.

## **Section 8: Political Offices.**

### **8.1 *Solicitation.***

8.1.1 No employee shall directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assistance, assessment, or subscription, whether voluntary or involuntary, for any political purpose or for any political party or affiliate thereof. Nor shall any officer, agent or employee of the Commission, directly or indirectly, use their authority or official influence to compel any employee to apply for membership in or become a member of any organization, or to pay any assessment, subscription, or contribution, or to take part in any political activity.

8.1.2 Subject to the provisions of the Hatch Act, an employee shall be eligible, at the discretion of the Commission, for a leave of absence without pay, not to exceed one year, upon becoming a candidate for public office. Employees may be candidates for and occupy a city, county, township, or school district office without taking a leave of absence if the holding of such office will not conflict with Commission employment. No employee, however, shall hold concurrent membership on the Commission.

## **Section 9: Equal Employment Opportunity.**

The Commission is committed to a policy of equal employment opportunity. The Commission will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, race, age, color, religion, sex, marital status, national origin, veteran status, physical or mental disability, sexual orientation, ancestry, political or union affiliation or receipt of public assistance.

## **Section 10: Sexual Harassment Policy.**

It is the Commission's policy that the work place environment shall be free of sexual harassment and that all individuals will be treated with respect at all times. Each employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of co-workers, program participants and others associated with the Commission and its business. Sexual harassment is against the law, is considered a form of employee misconduct and will not be tolerated by the Commission. This Policy will apply to all officials and employees of the Commission and shall be strictly enforced. Any person who violates this policy will be subject to disciplinary action, up to and including termination. The Commission will not condone any form of retaliation

against any employee, program participant or other person associated with the Commission for making a report under this policy.

#### 10.1 *Application.*

This policy will apply to all officials and employees of the Commission and shall be strictly enforced. The Commission will not condone any form of retaliation against any employee, program participant or other person associated with the Commission for making a report under this policy.

Any staff member who feels that actions of a Commission employee or official, a Commission client or customer or a Commission vendor is unwelcome or has placed them in an uncomfortable or unsafe position should immediately notify their supervisor or the Executive Director. In the event that the Executive Director is involved in the action being reported, the employee should contact any member of the Executive Committee. Incidents that should be reported include but are not limited to unwelcome requests for dates, jokes or remarks, advances or other unwelcome or inappropriate actions on the part of another party.

Upon notification by an employee of an incident of possible sexual harassment, the Executive Director or the Executive Committee shall contact SRDC Counsel and make arrangements for an investigation to be conducted by an independent third party.

Sexual harassment by Commission officials and employees toward any member of the public or any other Commission official or employee is strictly prohibited.

#### 10.2 *Definition.*

Sexual harassment shall be defined as behavior such as, but not limited to, unwelcome sexual advances, requests for sexual favor, sexually motivated physical contact, and other verbal or physical conduct or communication of a sexual nature when:

- Submission to conduct or communication is made implicitly or explicitly as a term or condition of an individual's employment or involvement with the Commission;
- Submission to, or rejection of, such conduct or communication is used as a basis for an employment decision affecting that individual's employment or the employment of any other person who may have a family, co-worker or other personal relationship with that individual;
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment environment, or creating an intimidating, hostile or offensive work environment; and

- In third party situations, the sexual interaction, conduct or communication(s) between others offends one individual.

Other behavior, whether subtle, overt, or otherwise unwelcome, which constitutes sexual harassment includes, but is not limited to:

- Verbal harassment (epithets, voice mail, derogatory remarks or slurs);
- Physical harassment (gestures, assault, impeding, or blocking movement; or any physical interference with normal work or movement);
- Visual forms of harassment (derogatory posters, e-mail, poems, graffiti, cartoons or drawings); and
- Requests for sexual favors or unwanted sexual advances.

### 10.3 *Procedure.*

The employee may request to be removed/reassigned to another location or client assignment where harassment or unwelcome acts are carried out by program participants or other persons associated with Commission business.

All incidences will be investigated in a timely fashion. The maximum amount of confidentiality will be maintained that is possible during and after the investigation. The investigation shall be conducted by an outside investigator(s) as deemed appropriate by the Commission. All officials and employees shall cooperate in any investigation of such a complaint. If the facts support the allegations, the perpetrator of the sexual harassment will be subject to disciplinary action, up to and including dismissal. Any official or employee found to have knowingly made a false complaint of sexual harassment or found to have knowingly given false information during an investigation of such a complaint may also be subject to disciplinary action as described in Section 6.3 Disciplinary Actions.

### 10.4 *Enforcement.*

The Executive Director, supervisory personnel and members of the Board of Directors will be responsible for:

- Issuing a strong management statement prohibiting sexual harassment in the workplace. The statement will inform employees of the policy and their rights of redress, and the availability of complaint resolution channels and assistance with incidents of sexual harassment. The statement will also make clear that sexual harassment is considered a form of employee misconduct and that discipline will be enforced against individuals engaging in sexual

harassment and against supervisory and/or managerial personnel who knowingly allow such behavior to continue.

- Assuring understanding and sensitivity by all management through training programs and other appropriate means;
- Notifying the Executive Director immediately of any written or oral complaint or witnessed incident of sexual harassment or unwelcome acts;
- Cooperating fully with the Executive Director in conducting a timely and thorough investigation and enforcing appropriate disciplinary action(s);
- Comply with all legal requirements as well as working with the administration to be aware of any changes in the law or interpretation of such relative to sexual harassment.

Employees will be responsible for complying with both the spirit and the letter of this policy to achieve Commission objectives as follows:

- It is the responsibility of any employee who feels he or she is being subjected to sexual harassment in any form, to contact his or her supervisor, the Executive Director or a member of the Executive Committee immediately, without fear of retaliation by any employee or official of the Commission.
- Any employee who is aware of, by verbal or written notification or by witnessing of an incident(s) of sexual harassment must report the incident(s) to their supervisor or the Executive Director immediately. In the event that the Executive Director is involved in the action being reported, the employee should contact any member of the Executive Committee

*Complainant's Procedure:*

Any employee, Commission official or program participant who feels they have been sexually harassed or have been a recipient of unwelcome acts by other Commission employees, officials or program participants should report the incident(s) immediately to any of the following personnel:

Their direct supervisor;  
Executive Director;  
Executive Committee Members.

Such a complaint can be made in writing or verbally.

*Investigating Procedure:*

- All reported incidents will be investigated in a timely fashion. The maximum amount of confidentiality will be maintained that is possible during and after the investigation. The investigation shall be conducted by an outside investigator(s) as deemed appropriate. All officials and employees shall cooperate in any investigation of such complaint. Once the investigation is completed, the investigator shall issue a report to the Executive Director. In the event that the Executive Director is involved in the action being investigated, the investigator shall make their report to the Executive Committee. Any official or employee found to have knowingly made a false complaint may be subject to disciplinary action. If the facts support the allegations, the perpetrator of the sexual harassment will be subject to disciplinary action, up to and including dismissal.
1. Upon receipt of a written, oral or visual report of unwelcome acts or sexual harassment, the Commission shall cause to be conducted a thorough investigation of the incident(s) in an appropriate, confidential and timely manner.
  2. An outside investigator shall be utilized in the investigation. Once the investigation is completed, the investigator shall issue a report to the Executive Director. In the event that the Executive Director is involved in the action being investigated, the investigator shall make their report to the Executive Committee.
  3. The investigation will be conducted in such a manner as to determine: circumstances and facts of the allegations; parties involved; and, necessary action(s) to address the situation.
  4. Interviews, inspection of written, electronic and voice mail records and other investigative tools will be used to conduct the investigation.
  5. Particular efforts will be made to conduct investigations with regard for confidentiality.
  6. Complainants will be informed of the action taken.
  7. The Commission, acting through the Executive Director or in the event the Executive Director is involved, the Executive Committee, will cause to be conducted periodic follow-up with the complainant(s) to determine if the sexual harassment has been effectively stopped.
  8. Action can include reassignment of any and all persons involved, disciplinary action, including immediate termination, of persons committing prohibited acts or other such actions.

#### 10.5 *Dating.*



In the furtherance of the Commission's sexual harassment policy, the Commission prohibits supervisors, the Executive Director or board members from dating any staff member for whom they have direct or indirect supervisory responsibility. Such relationships can be disruptive to the work environment, create a conflict of interest or the appearance of a conflict of interest and lead to charges of favoritism. While the Commission has no desire to interfere with the private lives of its employees, or their off-duty conduct, when such conduct impacts or potentially impacts the work environment in a negative manner, the Commission reserves the right to take whatever action is deemed appropriate, in its discretion, to protect both the Commission's interest and its employees.

## **Section 11. Drug-Free Workplace Policy.**

### **11.1 *Purpose and Goal.***

The Commission is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- This organization has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.
- As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- This organization encourages employees to voluntarily seek help with drug and alcohol problems.

### **11.2 *Covered Workers.***

Any individual who conducts business for the Commission, is applying for a position or is conducting business on Commission property is covered by our drug-free workplace policy. Our policy includes, but is not limited to executive management, full-time employees, part-time employees, volunteers and interns.

### **11.3 *Prohibitions.***

No employee shall report to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect his/her alertness, coordination, reaction, response, judgment, decision-making, or safety.

No employee shall operate, use, or drive any equipment, machinery, or vehicle of the SRDC while under the influence of alcohol, marijuana, controlled substances, or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive SRDC equipment.

No employee shall unlawfully manufacture, distribute, dispense, possess, transfer (hand over without cash), or use a controlled substance in the workplace or wherever the SRDC's work is being performed.

During work hours or while on the SRDC's premises, no employee shall use, sell, possess or transfer alcoholic beverages, with the following exceptions:

- ❖ Possession of alcohol while being transported in an SRDC vehicle in compliance with applicable statutory requirements.
- ❖ Possession of alcohol while in an employee's personal vehicle on the SRDC's premises in compliance with applicable statutory requirements.
- ❖ Employees of legal age may consume alcohol in moderation at such events as open houses and annual meetings, provided that they do not drive afterwards.

Additionally, employees shall not participate in these activities during rest breaks or during overtime work.

Engaging in off-duty sale, purchase, transfer, use, or possession of illegal drugs or controlled substances may have a negative effect on an employee's ability to perform his/her work for the SRDC. In such circumstances, the employee is subject to discipline.

#### 11.4 *Prescription Drugs.*

Employees taking medically authorized prescription drugs which may alter job performance shall notify their immediate supervisor of any temporary inability to perform their duties.

#### 11.5 *Notification of Conviction.*

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action

within 30 days of notification. Federal contracting agencies will be notified when appropriate.

#### 11.6 *Consequences.*

One of the goals of our workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

#### 11.7 *Return-to-Work Agreement.*

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

#### 11.8 *Assistance.*

The Commission recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- ❖ Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- ❖ Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- ❖ Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefits plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

#### 11.9 *Confidentiality.*

All information received by the Commission through the drug-free workplace program is confidential communication. Access to this

information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

#### 11.10 *Shared Responsibility.*

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- ❖ Use the Employee Assistance Program.

It is the supervisor's responsibility to:

- ❖ Inform employees of the drug-free workplace policy.
- ❖ Observe employee performance.
- ❖ Investigate reports of dangerous practices.
- ❖ Document negative changes and problems in performance.
- ❖ Counsel employees as to expected performance improvement.
- ❖ Refer employees to the Employee Assistance Program.
- ❖ Clearly state consequences of policy violations.

#### 11.11 *Communication.*

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.

### **Section 12: Conflict of Interest.**

#### 12.1 *Definition.*

A conflict of interest shall be deemed to be present where an employee, his/her immediate family, business partners, or organization has, or appears to have, either a financial, fiduciary or personal interest in a

contract, program, financial, procurement or other activity of the Commission.

#### 12.2 *Notification.*

When a conflict of interest can reasonably be expected, or is believed to be present, employees are required to immediately make known such interest or involvement to the Executive Director, who shall determine if a conflict of interest exists. Where it is determined that a conflict of interest exists, the employee involved in the situation will be withdrawn from participation in the action.

### **Section 13: Work Restrictions/Outside Employment**

#### 13.1 *Disclosure.*

Employees shall be required to disclose to the Executive Director engagement in or change in the status of any other employment, activity, or enterprise for private gain which may constitute a conflict of interest or is inconsistent or incompatible with public employment.

#### 13.2 *Determination*

The Executive Director shall determine if such other employment, activity, or enterprise for private gain does constitute a conflict of interest or is inconsistent or incompatible with public employment. Once such determination is made, the Executive Director shall notify the employee and the Board in writing that such other employment, activity, or enterprise for private gain is allowed or prohibited. In determining whether such employment, activity, or enterprise for private gain constitutes a conflict of interest with public duties or is inconsistent or incompatible with public employment, the following should be considered:

- The performance of an act in other than an official capacity as an employee, which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by such employee for the department by which she/he is employed.
- For employees classified as FLSA exempt, such work is the same as, similar, or related to the type of work performed for the Commission.
- Private gain or advantage will not be realized from the use of Commission time, staff, facilities, equipment, supplies, or influence.
- Private gain or advantage will not be realized for the performance of an act which the employee should be required or expected to perform as part of his/her duties as an employee.

#### 13.3 *Annual Monitoring*

The Executive Director shall monitor, no less than annually, the status of such disclosed employment, activity, or enterprise for private gain which

may constitute a conflict of interest with public duties or is inconsistent or incompatible with public employment.

## **Section 14: Gifts**

### **14.1** *Acceptance of gifts; favors.*

Employees in the course of or in relation to their official duties shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, for any activity related to the duties of the employee unless otherwise provided by law. However, the acceptance of any of the following shall not be a violation of this subdivision:

- Gifts of nominal value.
- Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause.
- Payment of reimbursement expenses for travel or meals, not to exceed actual expenses incurred, which are not reimbursed by the Commission and which have been approved in advance as part of the work assignment.
- Honoraria or expenses paid for papers, talks, demonstrations, or appearances made by employees on their own time for which they are not compensated by the Commission.

## **Section 15: Americans with Disabilities Act**

### **15.1** *Reasonable Accommodation.*

The Commission will provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others by making Reasonable Accommodations as required by the “American’s with Disabilities Act”, (ADA) Reasonable accommodation may include, but is not limited to, making existing facilities used by employees readily accessible to and usable by persons with disabilities; job restructuring; modification of work schedules; providing additional unpaid leave; reassignment to a vacant position; acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters. Reasonable accommodation may be necessary to apply for a job, to perform job functions, or to enjoy the benefits and privileges of employment that are enjoyed by people without disabilities.

## **Section 16: Firearms**

### **16.1** *Minnesota Citizens' Personal Protection Act of 2003.* Employees of the Commission shall comply with Minnesota Statute Section 624.714.

## **Section 17: Employee Wage Disclosure Protections**

17.1 Employees have certain rights as enacted by the Minnesota Legislature (MN Statutes § 181.172) pertaining to disclosure of wages.

- (a) An employer shall not:
  - (1) require nondisclosure by an employee of his or her wages as a condition of employment;
  - (2) require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages; or
  - (3) take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- (b) Nothing in this section shall be construed to:
  - (1) create an obligation on any employer or employee to disclose wages;
  - (2) permit an employee, without the written consent of the employer, to disclose proprietary information, trade secret information, or information that is otherwise subject to a legal privilege or protected by law;
  - (3) diminish any existing rights under the National Labor Relations Act under United States Code, title 29; or
  - (4) permit the employee to disclose wage information of other employees to a competitor of their employer.
- (c) An employer that provides an employee handbook to its employees must include in the handbook notice of employee rights and remedies under this section.
- (d) An employer may not retaliate against an employee for asserting rights or remedies under this section.
- (e) An employee may bring a civil action against an employer for a violation of paragraph (a) or (d). If a court finds that an employer has violated paragraph (a) or (d), the court may order reinstatement, back pay, restoration of lost service credit, if appropriate, and the expungement of any related adverse records of an employee who was the subject of the violation.

## **Part II: Office Regulations**

### **Section 1: General**

1.1 *Payroll.*

Employees of the Commission shall be paid every two weeks. Pay day will be the first Thursday after the end of the pay period. All employees will complete a time sheet for each payroll period.

1.2 *Use of Copy Machines.*

Personal use of the copy machines by employees is permitted but shall be kept to a minimum. In addition, employees shall reimburse the Commission at a rate of 5 cents per copy for black and white and 20 cents per copy for color, including sales tax.-

1.3 *Telephones.*

Personal use of telephones is permitted but shall be kept to a minimum. Employees shall reimburse the Commission for any and all phone charges incurred.

1.4 *E-mail and Internet Use.*

Employee access to the use of electronic tools such as e-mail and the internet is intended for business-related purposes. Employees need to use good judgment in internet access and e-mail use. They are expected to ensure that e-mail messages are appropriate in terms of content and tone. Employee e-mail and internet use may withstand public scrutiny without embarrassment to the Commission.

Examples of inappropriate e-mail or internet use include, but are not limited to:

- Illegal activities
- Wagering, betting or selling
- Harassment and illegal discrimination
- Fundraising for any purpose, unless Commission sanctioned
- Commercial activities such as personal, for-profit business activities
- Receipt, storage or transmission of offensive, racist, sexist, obscene or pornographic information.
- Other activities at the discretion of the Executive Director

While employees may make personal use of Commission electronic tools, the amount of use during work hours is expected to be limited to incidental use or emergency situations. Excessive time spent on such personal activities is subject to employee disciplinary action. The Commission, through its Executive Director, has the right to monitor all electronic and other communication by Commission employees.

1.5 *Equipment*

Employees are personally responsible for the maintenance and care of equipment directly or temporarily assigned to them (i.e. computers, projectors, office furniture, cell phones, etc). Cell phones and equipment supplied by the Commission are not the personal property of the employee. Any changes in cell phone equipment or service must be



approved by the Immediate Supervisor. Support Staff will arrange for all approved changes and/or purchases of equipment and/or accessories. The Finance Director will be advised of any changes in equipment for insurance purposes by Support Staff. If equipment is lost, broken, or damaged it must be reported immediately to the Immediate Supervisor. The employee may be held responsible for lost or damaged equipment.

1.6 *Tobacco Use.*

The use of tobacco is prohibited in the office of the Commission and the Commission vehicles.

**Section 2: Travel.**

2.1 *Travel Time.*

For employees who are in travel status away from the Commission quarters, or their home station if an off-site employee, any travel conducted for work purposes is considered as time worked, including the corresponding hours on non-working days.

Staff members are authorized to travel within Region 8 in accordance with provisions of the work program and budgets of the Commission.

Travel by members of the staff within Minnesota may be authorized by the Executive Director.

2.2 *Out of State Travel.*

Travel out of State must be approved by the Executive Director. The Executive Director will inform the Board of Directors of all out of state travel unless the travel is to a neighboring state within 100 miles of the SRDC office, and is for a one day meeting/training only.

Out of state travel that is regularly scheduled and budgeted for, such as Executive Director and Chair travel to NADO functions, shall not require additional approval by the Board.

If the total cost of registration, meals, transportation in lieu of hotel, etc. for a non-budgeted meeting/training would exceed \$1,000 the travel must be approved by the Board of Directors. The Chairman may approve the travel if it is not feasible to wait for the next Board meeting.

2.3 *Reporting.*

The staff will provide the Board of Directors with a report on staff attendance at institutes, conferences, meetings, and training sessions as part of their normal Board/Full Commission Committee Reports.

2.4 *Expense Sheets.*

Expenses sheets shall be submitted with the employee's timesheet, and shall show all reimbursable costs. Said costs shall be recorded on a daily basis and shall be reviewed and approved by the Executive Director.

2.5 *Supporting Documentation.*

Employees shall file with the expense form, receipts for air fare, hotel or motel accommodations, and other items of expense, except such items as meals and parking, unless required for reimbursement per grant or contract.

2.6 *Use of Commission Vehicle.*

Staff shall use the Commission vehicles whenever possible. Use of Commission vehicles shall be limited to official business. Staff should use common sense when making and implementing travel plans to minimize cost to the Commission by sharing rides or utilizing similar strategies when possible.

2.7 *Use of Personal Vehicle.*

If no Commission vehicle is available, employees may be required to provide their own transportation in order to perform their job duties. Employees shall ensure that their vehicle is properly licensed, insured and operated in accordance with the laws of the State of Minnesota. Employees shall provide proof of insurance and a copy of their driver's license upon hiring.

2.8 *Mileage Reimbursement.*

Reimbursement for the use of an employee's personal vehicle shall be, as may be set from time to time by the Commission, but will in no case exceed the IRS standard mileage rate for business miles driven.

2.9 *Commission Vehicle Unavailable.*

Employees required to use their personal vehicle due to the unavailability of a Commission vehicle will be reimbursed at the full mileage rate.

2.10 *Optional Personal Vehicle Use.*

Employees may also opt to use their personal vehicle on Commission business when a Commission vehicle is available. In this event the employee shall be reimbursed at a rate of 30% per mile less than the full mileage rate.

2.11 *Prior Consent.*

At times it may be in the best interests of the Commission for an employee to use their personal vehicle for travel on Commission business when a Commission vehicle is available. Such an event requires prior approval of the Executive Director. Travel undertaken under this provision shall be reimbursed at the full mileage rate.

2.12 *Determining Mileage.*

The City of Slayton shall be considered the home station for all staff except those whose home station is off-site. Mileage shall be determined by using the home-station-to destination-round-trip reporting method. Mileage may also be reimbursed from personal home to a destination other than home station for Commission business when total miles traveled is less than reporting to home station prior to travel.

2.13 *Rental Vehicles.*

Rental vehicles may be used when there is justification and with prior consent of the Executive Director. Expenses for rental vehicles shall be documented as appropriate.

2.14 *Air Travel.*

Requests for air travel shall be included in out-of-state travel requests. It shall be the responsibility of the ~~traveling employee~~Administrative Specialist to arrange all air travel at the best available price. Employees should use their Commission issued credit card when booking air travel. When a Commission credit card is unavailable, employees may use a personal credit card and submit the costs for reimbursement.

2.15 *Meals.*

Employees shall be reimbursed for meals incurred on official travel away from the office. In general, the maximum daily meal reimbursement shall not exceed \$50.00. Recognizing the limited access to meals in some areas employees may adapt the guidelines to their specific circumstance with permission from the Executive Director. Alcoholic beverages are not an approved expense and should not be included in the request for reimbursement. Meals away from home station that do not require an overnight stay will be taxed according to IRS regulation. Employees at conferences where meals are included in the registration will only be reimbursed for meals when the employee cannot attend the meal due to other SRDC responsibilities.

2.16 *Lodging.*

Overnight stays are permitted when necessary to conduct the business of the Commission, with the approval of the Executive Director. When possible, the Commission credit card shall be used to provide for lodging.

2.17 *Attendance Fee.*

Conference, seminar and related type fees shall be paid for or reimbursed by the Commission.

2.18 *Parking and Baggage Fees.*

Reimbursement shall be made for parking, baggage fees and related travel expenses.

### Section 3: Credit Card Policy.

#### 3.1 *Staff.*

Commission staff may have individual credit cards issued to them under the Commission's account, at the discretion of the Executive Director. Employees will use the credit card issued to them. If an employee does not have an individual card, the Executive Director's card may be used with permission for pre-payments or on-line purchases. Employees shall not borrow another staff person's card.

#### 3.2 *Use.*

Credit Cards are to be used only in the circumstances listed in this policy.

#### 3.3 *Hotels.*

Credit cards should be used to reserve and pay for hotel rooms for overnight stays out-of-region and out-of-state travel.

#### 3.4 *Meals.*

Credit cards may be used to purchase meals when an overnight stay is required. Credit cards cannot be used for meals for travel that is not accompanied by an overnight stay.

#### 3.5 *Travel Expenses.*

Other business expenses associated with travel (such as parking and fueling the Commission car) may also be paid for with a credit card.

#### 3.6 *Air Travel.*

For security purposes, tickets for air travel should be purchased using the Commission credit card of the individual who is traveling.

#### 3.7 *Office Purchases.*

When necessary due to time constraints or availability, office purchases, including on-line purchases approved by the Executive Director may be placed on the credit card.

#### 3.8 *Verification of Credit Card Expenses.*

Receipts for all expenses charged to the credit card must be turned in to the Finance Department with appropriate funding codes prior to the credit card billing date. The receipt must include an itemized statement of all charges at an establishment, not just a total amount. If an expense is not accompanied by an itemized receipt, the employee will be responsible for the charges made.

#### 3.9 *Coding.*

The Finance Department will use the information provided to code charges and verify charges against the credit card bill.

#### 3.10 *Personal Use.*

Personal expenses shall not be charged to the SRDC credit cards. Purchases determined to be personal in nature will be billed to the employee.

### 3.11 *Enforcement.*

Violation of this policy may result in disciplinary action.

## Section 4. Dress Code

- 4.1 *General.* Employees of the Commission are expected to present a clean and professional appearance while conducting Commission business. Business casual is generally the norm, but ~~their~~ there may be times when other dress is more suitable. Employees should keep in mind the work being conducted and the environment and dress appropriately.

➤ ~~Elements for Men~~

~~Khakis, cotton or corduroy pants. Polo shirts, lightweight knit shirts and sweaters, turtlenecks, short- or long-sleeve sport shirts, vests. Medium- or thick-sole leather shoes, boots, loafers.~~

➤ ~~Elements for Women~~

~~Skirts in denim, cotton, corduroy. Khakis, cotton or corduroy pants. Blouses, short-sleeved cotton shirts, turtlenecks, vests, lightweight knit tops and sweaters. Casual dresses and jumpers. Medium- or thick-sole leather shoes, boots, flat trouser shoes.~~

Sweatshirts, blue jeans and athletic shoes are allowed only on “casual” Fridays or when performing manual labor where work activity could damage normal office dress clothes. Shorts are never allowed.

## Section 5: Inclement Weather.

The Commission encourages its employees to make their own decisions regarding travel during inclement weather.

### 5.1 ~~Discretionary Weather~~ Leave.

Full-time ~~E~~mployees are allowed to take any available leave time discretionary leave to be used when the Commission’s office remains open but travel is difficult.

### 5.2 ~~Full-Time:~~

~~Full-time employees are allowed up to eight hours of discretionary leave time due to weather. Leave time will be calculated on a fiscal year, may be deducted from an employee’s sick leave balance, and is designed to accommodate individuals.~~

### 5.3 *Part-Time.*

Part-time employees are allowed discretionary to take any available-leave time due to weather based on their percentage of employment times 8 hours. ~~Leave time will be made up with the permission of the immediate supervisor within one month of the day the leave was taken.~~

5.4 *Closure of Commission Facilities.*

At the discretion of the Executive Director, in consultation if possible, with a member of the Executive Committee, a decision may be made to close the Commission offices due to weather.

5.5 *Murray County Government Center.*

If Murray County offices are closed or late, the Commission offices will automatically be closed or late.

5.6 *Criteria.*

The Executive Director may close the Commission offices based on information provided by Murray County, the Minnesota State Patrol or reports from County Highway Departments. Windchills in excess of 30 degrees below zero or icy conditions leading to extended power outages may also prompt office closure.

5.7 *Notification.*

A decision to close the Commission office will be broadcast using KJOE radio (106.1 FM) and social media. ~~Inquiries will be made to KJOE.~~ The Executive Director or designee will notify all staff via group text. ~~department heads who will in turn notify their employees and report back to the Executive Director.~~

5.8 *Full-time Employees.* Full-time employees may ~~take sick~~take sick, comp or vacation leave at the employee's discretion. Employees who are capable of working at home or elsewhere off-site may do so, but must notify their immediate supervisor of their intent.

5.9 *Part-time Employees.*

Employees scheduled to work may take sick, comp or vacation leave, at the employee's discretion, or may make arrangements with their supervisor to make up any lost time within one month. Employees not scheduled to work will not be affected. Employees who are capable of working at home or elsewhere off-site may do so, but must notify their immediate supervisor of their intent.

## **Section 6. Purchasing.**

6.1 *General.*

All procurements for goods or services shall be in accordance with State and Federal Law. Requisitions for goods and services must be approved in advance by the Executive Director.

6.2 *Budgeted Items.*

Purchase of items included in the approved annual budget may be authorized by the Executive Director after following appropriate procurement standards.

6.3 *Non-Budgeted Items.*

The Executive Director shall have the authority to purchase such items as may be needed to ensure the efficient operation of the Commission offices. This authority is limited to a total purchase price of \$2,000, whether as a group purchase or as one unit.

6.4 *Operational Costs.*

Items necessary for the operation of the Commission on a day to day basis are to be researched and authorized by the Executive Director. This includes items with monthly recurring costs for services such as telephones, maintenance/cleaning, vehicle leasing and other operational items.

6.5 *Signature Authority.*

All checks drawn on the Commission account must be signed or stamped by either the Chairman, Vice-Chairman, or Secretary; and the Executive Director or designee.

6.6 *Withdrawals and Transfers.*

All withdrawals or transfers from the Commission's savings account shall require the signature of the Treasurer. The Executive Director, as authorized by the Commission's Treasurer, may execute routine transfers.

## **Section 7. Publications**

7.1 *Review.*

Materials for publication will be submitted to the Program/Project Director or Executive Director for review before publication. The Commission retains final authority over approval of all plans or documents which contain regional goals, objectives, policies or implementation procedures related to Commission programs.

7.2 *Distribution of Commission Documents.*

Each local unit of government, within the ~~Southwest~~ RDC, or its agencies shall be entitled to one copy of any regional document or publication produced by the Commission for development, planning or administrative reporting purposes at no charge.

7.3 *Contractual Documents.*

Copies of documents or publications produced under contract with state or federal agencies or under regulations or laws of the state or federal government shall be furnished to those government agencies at no charge as specified in the contract.

#### 7.4 *Data Practices.*

Commission documents are subject to the provisions of Minnesota Statutes Chapter 13 concerning government data. For purposes of this section, the Executive Director shall be the data practices compliance official. In accordance with these provisions, Commission documents may be made available to the public in the Commission office during regular office hours. Copies of files or filed materials defined as public data will be made at a charge of ten cents per page. For requests by mail, actual postage charges shall apply.

### Section 8. External Communications.

#### 8.1 *Newsletter.*

The Communications Specialist ~~The Executive Director or his designee,~~ shall be responsible for development, editing, publishing and distribution of a newsletter for the Commission.

#### 8.2 *Media.*

The Executive Director shall direct the development of news stories and news releases. The Communications Specialist ~~Executive Director~~ shall ~~approve all material released to the news media and be the main contact with the media; develop media releases, including social media postings, with input from the appropriate program staff, and in compliance with the SRDC Communications Plan.~~

#### 8.3 *Seminars.*

The development of seminars, discussion sessions, and similar programs will be the responsibility of the individual program staff managers working cooperatively. The Executive Director shall review and approve all programs of this nature developed for the Commission. Consultants' advice and assistance may also be solicited on the more technical aspects of this programming effort. Where possible the Commission shall utilize the expertise of the educational institutions in the state to help in developing these programs.

#### 8.4 *Mailing Lists.*

~~SRDC support staff, The Administrative Specialist,~~ with the assistance of other Commission staff, shall develop and maintain the various mailing lists required to distribute the educational and promotional material of the Commission. The mailing list shall be reviewed at least yearly and updated to eliminate incorrect and obsolete address information.

#### 8.5 *Public Hearings.*

Proper Notice shall be given pursuant to the Minnesota Open Meeting law, Minnesota Statute 13D. The following procedures shall be adhered to at public hearings of the Commission:



1. Opportunities to be heard will be granted to those appearing in favor and in opposition to the issue at hand.
2. Written, as well as, oral testimony will be accepted.
3. There will be a five minute limit on oral presentations.
4. Public demonstrations are discouraged; the Chairman reserves the right to adjourn the hearing if such demonstrations continue.
5. Presentations outside subject matter of hearing will be discouraged.
6. Character attacks and repetitious testimony will be discouraged.
7. Commission members will be provided with opportunity to respond to testimony.
8. Individuals will be permitted to testify only once until all others wishing to speak are heard.

## **Section 9: Keys and Security**

### **9.1 Keys**

Each employee shall be issued a key to the entrances of the Center for Regional Development upon initial employee orientation. Staff shall safeguard access to their key at all times. The support staff ~~Administrative Specialist~~ shall maintain a record of all keys and secure all agency keys in a locked key box. Access to keys in the key box shall only be through support staff ~~the Administrative Specialist~~ and shall be recorded on a form for that purpose. Employees who leave employment with the Commission shall return all keys ~~to the Administrative Specialist~~ during employee out processing.

### **9.2 Building Security**

Staff members are asked to assist in the care and protection of the equipment and materials housed within the Center for Regional Development. Care must also be exercised by the staff for the personal safety of each occupant of the building. The following guidelines are designed to provide maximum security and protection for all concerned and still provide convenient access to the building:

- Building and office keys are issued to authorized staff, ~~and classified personnel~~, only.
- Outside doors should not be blocked open on the building when the doors are locked.

- Building evacuation is mandatory for all fire alarms.
- The building is generally open to the public from 8:00 am until 4:30 pm Monday through Friday. During summer hours, which run from Memorial Day to Labor Day, the building closes at 2:30 on Fridays. The Board Room is available for scheduled evening and weekend meetings and special events.
- Staff who appear to be the last person in the building should secure the building. Employees should close and lock outside windows before leaving the building.

## Section 10: Personnel Records

### 10.1 *Access to Personnel Records Required*

The Commission shall provide employees with access to their personnel records in compliance with Minnesota Statutes §181.960-181.961.

### 10.2 *Right to Review; Frequency.*

Upon written request by an employee, the Commission shall provide the employee with an opportunity to review the employee's personnel record. The Commission is not required to provide an employee with an opportunity to review the employee's personnel record if the employee has reviewed the personnel record during the previous six months; except that, upon separation from employment, an employee may review the employee's personnel record once each year after separation for as long as the personnel record is maintained.

### 10.3 *Time; Location; Condition; Copy.*

The Commission shall comply with a written request pursuant to subdivision 10.2 no later than seven working days after receipt of the request.

With respect to current employees, the personnel record or an accurate copy must be made available for review by the employee during normal business hours. The Commission may require that the review be made in the presence of the Executive Director or designee. After the review and upon the employee's written request, a free copy of the record shall be provided to the employee.

With respect to employees who are separated from employment, upon the employee's written request, the Commission shall provide a copy of the personnel record to the employee. Providing a copy of the employee's personnel record to the employee satisfies the Commission's responsibility to allow review as stated in subdivision 10.1.

#### 10.4 *Good Faith.*

The Commission may deny the employee the right to review the employee's personnel record if the employee's request to review is not made in good faith.

### **Section 11: Data Privacy**

#### 11.1 *Employee Data*

Minnesota law provides that any employee asked to supply private or confidential data has the right to be informed of the purpose and intended use of the data, whether they may legally refuse to supply data requested, any consequences arising from their supplying or refusing to supply data, and who is authorized to receive the data. Upon request to the responsible authority, employees must be informed, without charge, whether they are the subject of stored public or private data and may request an interpretation of the data. The accuracy or completeness of the public or private data may be contested following procedures as currently outlined in M.S. 14.57-14.62

#### 11.2 *Data Privacy*

Access to employee records shall be in accordance with the Minnesota Data Practices Act. Public data on all current and former employees includes, but is not limited to: name, actual gross salary, salary range, contract fees, value and nature of employer-paid fringe benefits, job title, job description, previous work experience, work location, work telephone number, city and county of resident, not including street address. (A complete listing of public information is available from the Data Practices Officer.) All other personnel data are private and available only to the subject employee, to others with the prior written consent of the employee or pursuant to a court order.

#### 11.3 *Data Policy*

The Commission's Data Policy is attached as Appendix I.

### **Section 12: HIPAA**

#### 12.1 *Definition*

The federal Health Insurance Portability and Accountability Act (HIPAA) was passed by Congress in 1996. HIPAA responds to concerns from citizens, the health care industry and government agencies for enhanced security and privacy of individual health information.

HIPAA's privacy regulations are the first national standards for protecting the privacy of individual health data. New HIPAA privacy standards address growing public concerns regarding the erosion of privacy surrounding individually identifiable health information that has emerged with the evolution of the health care industry and the advances in electronic technology. HIPAA's privacy regulations were finalized in December of 2000 to:

- Ensure consumer control over health information
- Provide enhanced physical and technological security for personal health information
- Define boundaries & accountability for use/release of medical records
- Balance public responsibility with privacy protections

#### 12.2 *HIPAA Policy*

The Commission's HIPAA Policy is attached as Appendix II

### **Section 13: Searches**

#### 13.1 *Searches Permitted*

The Commission has the right to conduct searches for business purposes including, but not limited to, investigations into misconduct, harassment, discrimination or unfair employment practices.

#### 13.2 *Areas Subject to Search*

The following areas are subject to search by the Commission:

- Employee's desks and work areas
- Personal files
- Packages
- Purses and backpacks
- Electronic files
- Personal vehicles on Commission property
- Employee common areas

#### 13.3 *Electronic Communications*

Email, voice mail, and other electronic communications are subject to search at any time. Employees implicitly agree to this policy any time they use the Commission's communication systems to send, store or receive messages.

## DEVELOPMENT REPORT

September 2020

### A. CEDS, EDA PLANNING GRANT and ECONOMIC DEVELOPMENT

### B. COVID-19 RESOURCES and CARES ACT

### C. COMMUNITY AND PHYSICAL DEVELOPMENT

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

### A. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS), EDA PLANNING GRANT and ECONOMIC DEVELOPMENT

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.

EDA 2018 Disaster NOFO—The NOFO can be found at <https://www.grants.gov/web/grants/view-opportunity.html?oppld=319126>. All 9 counties in our service area are eligible under this NOFO. Project examples are electric generators, water retention, stormwater infrastructure improvements, road upgrades, etc. Staff is working on two applications with applicants now. 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=](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=)

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 at MinnesotaWest and SMSU has been cancelled due to COVID-19. The planning committee is discussing alternative ways to reach students and parents.

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.

- Jackson County RLF
- Heron Lake RLF (HLRLF) focuses on economic development within a 20-mile radius of Heron Lake. These are Community Development Block Grant (CDBG) funds.
- Information on the Falcon Development Corporation (FDC) can be found online at <http://www.swrdc.org/economic-development/falcon-development-corporation/>. FDC focuses on economic development improvements in the Heron Lake area. These funds are de-federalized, therefore Davis Bacon does not apply to construction projects.

Southwest Business Development Network— The network will meet next online on September 17 at 10 a.m.

Friends in the Field—The next online gathering will be on October 14 from 10 a.m. to 12 p.m.

## **B. COVID-19 RESOURCES AND CARES ACT**

**EDA CARES ACT Funding** — The SRDC has been awarded \$400,000 for our two-year workplan. Primary budget items are a Regional Disaster Economic Recovery Coordinator and the development of a regional resiliency plan.

**SRDC's Newest Staff Member** — A big welcome to Michael Moges, our Economic Recovery Specialist for the region. His first day was September 1.

**Statewide and Federal 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>. 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/>.

**Regional CARES ACT Resources** — A regional list of CARES Act programs, as well additional financing options, have been gathered. Staff are working to finalize this resource for distribution. The SRDC hosted its second zoom meeting regarding regional COVID resources on September 8. Guest speakers from Rock County and Redwood County provided a recap on their respective programs.

**FY20 Coronavirus Aid, Relief, and Economic Security (CARES) Act** — EDA now has a grant program available on typically an 80% grant/20% match scenario for applicants submitting proposals related to improving economic conditions as a result of COVID-19. For more information, go to <https://www.grants.gov/web/grants/view-opportunity.html?oppld=321695>.

## **C. 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.*

*City of Pipestone Comprehensive Plan Update— Staff has been updating the Comprehensive Plan for the City of Pipestone. The next phase will involve public input on the draft plan.*

*Operation Prairie Venture (OPV)— Rajeev Atha, an architecture/design grad student at U of Minnesota, is close to a final draft of his master design plan for an intergenerational village in Slayton. Survey collection is completed with approximately 80 responses. Staff and board members are currently analyzing the results that will then help inform the final strategic plan for the city.*

**Murray County EDA**—Staff conducted two working sessions with the Murray County EDA board on August 4th and August 25th. SRDC then created a working strategic plan including steps on how to work toward accomplishing goals in their top priority areas of 1) Increasing broadband access, 2) Increasing housing options, 3) Retaining and attracting businesses, and 4) Retaining and attracting youth. After receiving the plan, the county board voted to hire a person at 30 hours per week with benefits and to contract with SRDC as needed.

### Solid Waste / Energy / Natural Resources

**Solid Waste Commission**— The Solid Waste Commission met via zoom July 27 and will meet again on September 28. Amanda Cotton, Electronic Waste Program Coordinator from the MPCA, presented on e-waste and wind turbine and solar panel stewardship.

#### **Energy**

**RMEB**— Staff has been meeting regularly with Matthew Prorock at the Great Plains Institute, who is

coordinating an upcoming summit on energy transmission, along with Commissioner Tuma from the Public Utilities Commission, Rose Patzer from Minnesota West Community & Technical Center, and other staff from GPI. The summit will be virtual in the mornings on October 14 and 16.

The next full board meeting is scheduled for September 28 at 1pm via Zoom.

#### *CERTs*

Seed Grant interim reports are in for all the projects.

- Balaton EDA — The Energy Smart and CEE teams did energy assessments in June at the Balaton Care Center which houses four businesses and the EDA office. They received the reports in August. The EDA is currently reviewing the reports and will make a recommendation to the city council in September. While the energy audit teams were in town, they also assessed the assisted living center—a potential spinoff project.
- Slayton EDA—This project is part of their façade program, and nobody has applied since COVID-19 hit. The city will do additional marketing of the program by bundling information about it with their letter that goes out to all businesses in September regarding the city CARES small business grants.
- UCAP – COVID-19 has created a number of obstacles that may impact the scope of the project including people being less receptive to home visits, additional safety costs to doing those visits, long backorder times for appliances and a 3-month work stoppage in the Weatherization program ordered by the Department of Commerce.
- Marshall-Lyon County Library — The lighting retrofit with LED bulbs is completed. Due to COVID-19, they have delayed creating displays on energy efficiency and offering programming to patron on how to make informed decisions when purchasing energy efficient devices.
- Turner Hall — Project is completed and they have received their grant money.

Worthington Library — In coordination with Minnesota Energy Resources, staff arranged for the Worthington library to get water efficiency kits that could be handed out to patrons for free. These kits included low-flow showerheads, faucet aerators and pipe wrap.

Solar at Pipestone Area Schools—Kevin Enerson, Superintendent at the Pipestone Area Schools (PAS), contacted SRDC staff on July 8 because they were facing expensive repairs to their old wind turbine and wanted to explore other options for energy. Staff arranged a meeting with Pete Lindstrom, Manager of Public Sector & Community Engagement with the Clean Energy Resource Teams (CERTs) at the University of Minnesota's Regional Sustainable Development Partnerships and Extension, and the Facilities Management Committee at PAS on July 15 to explore options for solar. Subsequent follow-up meetings have resulted in the school choosing to create a RFP for 3rd party solar to meet at least 50% of their energy needs on up to 10 acres of land. No final decisions have been made. They are in the exploratory phase.

*SW Steering Committee*— The quarterly meeting was held on Sept 9 via Zoom.

*GreenStep Cities*—10-year anniversary celebration media. On September 7 Marshall was featured on Facebook and Twitter. The full story is at <https://www.cleanenergyresourceteams.org/marshall-keeps-sustainability-rolling-strong>.

## Communications Report—September 2020

### Local Communication Assistance

*Friends of the Casey Jones State Trail* — Staff is currently assisting Friends of the Casey Jones Trail Association with marketing and outreach efforts. A new logo has been created and approved (see below). Staff assisted with a press release regarding efforts at the beginning of August. At the August 6 meeting, the Friends group requested and approved a contract amendment to extend services through October 2020.

*Operation Prairie Venture (OPV)* — Staff created OPV's website ([www.operationprairieventure.org](http://www.operationprairieventure.org)) and Facebook page and launched both sites mid-July, along with the launch of a community survey.

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

**Minnesota Network Learning Cohort**— Ongoing training is being made available to alumni of the Minnesota Network Learning Cohort that Walker and Welu attended November 2019-March 2020. The new Minnesota Network Alumni Connect 2020 training will offer a series of Zoom-based alumni trainings geared toward adapting in-person tools as in-person communication and group meetings are difficult to conduct due at this time. The next session is September 22.

### SRDC/MADO Media —

- **Annual Report:** The SRDC Annual Report was published August 31 and is available in print and online (<http://www.swrdc.org/wp-content/uploads/2020/09/Annual-Report.pdf>).
- **Newsletter:** Later this month, SRDC will launch a new electronic newsletter, as part of the SRDC Communication Plan goals to increase awareness and knowledge of SRDC programs and projects, and promote regional opportunities. Newsletters will be available through email, and promoted on our website and social media.
- **Regional Radio Spots:** Staff is working on promotion of the COVID-RLF through radio spots throughout the region. Radio stations have been contacted.
- **MADO Website:** Staff will be working with Region 9 Communications Specialist on updates to the MADO website and statewide outreach plans for launching the MADO Dashboard.

**Communications Plan**— Work continues on the SRDC Communications Plan. Plan goals and timelines have been drafted, and work has started on goal strategies and communication guidelines, including an SRDC Social Media Policy; Photo, Video, and Multi-Media Policy, and Crisis Communication 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 third and final training session has been postponed due to COVID-19 until January 3-9, 2021. Staff attended three additional trainings via Zoom in late July. These trainings covered Culture, Race, and Engagement; Communication Best Practices During COVID-19, and a Cohort Check-In. Additional Zoom trainings are in the works for the fall. The final Communication Plan draft has also been postponed and will be due to TCU in December.

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](mailto:jessicaw@swrdc.org).



## Revolving Loan Fund (RLF) Report— September 2020

### A. RLF PLANS

EDA provided flexibilities to recipients of EDA-funded Revolving Loan Fund (RLF) awards in light of the impact of COVID-19 on small businesses, the increasing demand for RLF loans, and the need for RLFs to provide credit quickly and efficiently to their communities. These flexibilities, discussed further below, include waiving for one year, from May 7, 2020 to May 6, 2021, the RLF regulations that:

- Establish a minimum interest rate for RLF loans (13 CFR 307.15(b)(1))
- Require RLF loans to leverage additional capital (13 CFR 307.15(c))
- Require evidence demonstrating credit is not otherwise available (13 CFR 307.11(a)(1)(ii)(H))

The SRDC RLF Plan and the COVID-19 RLF Plan have been either modified or created to include the above flexibilities.

The RLF Committee approved offering funds with 0% interest in year one, 3-month payment deferral, and 75% under prime in remaining years (2.44% currently).

### B. FUNDS AVAILABLE

Traditional RLF — Funds are currently available in the approximate amount of \$156,000. Our latest loan closed was for a Lyon County business in the amount of \$100,000 for a business expansion. Three previous loans closed were for working capital requests that were COVID related.

COVID-19 RLF — Funds available to the SRDC are \$1.48M. We've closed on 7 loans in the amount of \$488,000 and we've approved, but have not closed on, an additional \$150,000. \$842,000 is available for lending.

Application and Checklists— The Application (fillable — same application for both RLF programs) and Requirements Checklist for both SRDC RLF and COVID-19 RLF are 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 August 11.

**Servicing Issues**—On-going loan servicing issues continue to be addressed. Work continues on a transfer of property ownership for a Redwood County business in default.

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

**Property Assessed Clean Energy (PACE)  
Revolving Loan Fund Report— September 2020**

**A. FUNDS AVAILABLE**

Funds are currently available in the approximate amount of \$118,700 (PACE ARRA Funds) and \$326,900 (PACE SEP Funds).

27 loans have been approved thus far, totaling \$972,212.06.

One application has been received and is expected to be considered by the PACE committee yet in September. Another property owner is in the process of getting their ReTAP energy assessment complete.

**B. PACE COMMITTEE**

The committee meets as needed or in conjunction with the RMEB. The committee last met on July 27.

Committee members are Metz, Wildermuth, Wachal, VanDeVere and Purvis.

**C. GENERAL INFORMATION**

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

CERTs is working with us on mapping projects, updating success stories and developing a radio PSA specific to this area for outreach purposes.

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

Free energy assessments through ReTAP have resumed again. 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](mailto:robin@swrdc.org).



## 2020 PROJECT OF THE YEAR: WORLD MART

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Photo Credit: World Mart

The SRDC Revolving Loan Fund (RLF) closed on a loan with World Mart in April 2018. At that time, World Mart was a new business near downtown Worthington. World Mart offers African foods, products and a small thrift store. They initially began leasing a small space with limited hours to particularly accommodate shopping after JBS work shifts. Much of the reason for a local store was to allow products within Worthington rather than travel needed to the Twin Cities or Sioux Falls. Other project partners include SWIF and WREDC.

Owner Nathalie Nkashama has customer service experience, is an international motivational speaker, and now works for Nobles County. She speaks 5 languages and is aware of community resources. She has become known for specialty tea and bulk products.

As it turns out, the COVID-19 pandemic created an opportunity for World Mart. When people stopped driving to Sioux Falls and the Twin Cities when the pandemic fears started, they began to call her and purchase their dry good staples from her at the shop. But it still wasn't profitable enough to keep paying the rent, etc. That's when Nathalie had a traveling trailer idea. She then made the decision to give up her leased space resulting in very little expenses due to elimination of rent, salaries, utilities, fixed internet, etc.

World Mart purchased a small trailer. Nathalie got it properly licensed to use as a vendor trailer to sell grains and spices anywhere. The trailer is painted in lively African colors/designs and African music is often played over a loud speaker. The trailer goes to various neighborhoods (pre-scheduled deliveries), and she is now selling out of her flours and spices and other dry good products. World Mart projects that nearly 50% of their customers who once shopped outside of Worthington no longer travel for needed items. Customers are able to request product for future deliveries. They offer no-charge deliveries on Fridays. Customers pay online. Elderly in particular are not having to wait for family members to come visit to get grocery items. Their clients have voiced much appreciation to this style of shopping.

With increased sales and winter approaching, they are considering further expansion of their mobile model by adding an insulated trailer with appropriate shelving.

Nathalie feels she is now better serving her community and this excites her. Customers from Iowa, Windom, Jackson and Worthington are being served! World Mart can be contacted at 763-203-9688 or on Facebook: <https://www.facebook.com/World-Mart-Worthington-MN-638961863109944>.

## Transportation Report—September 2020

### Area Transportation Partnerships:

ATP 7 — ATP 7 will be meeting on Friday, September 11 via Skype. Topics include an update on the historic Kern Bridge relocation (the bridge was located in in the southeast corner of South Bend Township in Blue Earth County and was removed from this site, dismantled, and stored for relocation in winter 2020), amendments to the Statewide Transportation Improvement Plan (STIP) years 2020-2023, the final draft of MnDOT District 7 Area Transportation Improvement Plan (ATIP), erosion/emergency projects, and changes to the Capital Highway Investment Program.

ATP 7 meeting materials can be found at <http://www.dot.state.mn.us/d7/atp/minutes.html>.

ATP 8 — ATP 8 met on June 26 via Webex. Topics discussed amendments to the district's ATIP, amendments to the STIP, and the district's Capital Highway Investment Programs (CHIP). One ATIP project amendment required a formal ATP vote. The next ATP meeting for MnDOT District 8 is tentatively scheduled to take place on October 8.

ATP 8 meeting materials can be found at <http://www.dot.state.mn.us/d8/atp/meetings.html>.

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

Currently, MnDOT is not holding in-person meetings, and public-outreach is being conducted online through virtual open houses and project websites. SRDC staff is available to assist in navigating and disseminating information as needed.

### Transportation Alternatives Program

Solicitation for Transportation Alternative Program (TAP) funding will begin October 1. Transportation Alternatives Program funding assists communities with building pedestrian and bicycle improvements. Projects selected are included in the next programable ATIP year (about three years after the project is selected).

Information on TAP funding can be found at: <http://www.dot.state.mn.us/ta/#:~:text=The%20Transportation%20Alternatives%20Solicitation%20is%20a%20competitive%20grant%20opportunity%20for,Routes%20to%20School%20and%20more.>

If you have questions about TAP or any other available MnDOT funding, contact Rosemary Bruce-White, Transportation/Land-Use Planner, at 507-836-1633 or via e-mail at [rosemary@swrdc.org](mailto:rosemary@swrdc.org).

**Regional Transportation Coordination Council (RTCC)**—The last planning meeting for RTCC took place on Thursday, June 18. After review with the UCAP board, the Southwest RTCC will take form under the auspices of UCAP as an ad-hoc committee. The reason for this change is that standing committees can only be staffed by UCAP Board Members, and it was felt that an ad-hoc arrangement better suited the requirements of the program. Director Trusty attended the UCAP Board meeting on June 25 and presented the implementation plan to the Board. The Board approved pending legal review. Other changes included identifying sub-committees as advisory groups and some minor wording adjustments.

**Quarterly Transportation Planners Meeting**— The quarterly transportation planner's meeting took place on August 18th-19th. Topics discussed included updates to the Statewide Multimodal Transportation Plan, Safe Routes to School, the Bicycle Counting Program, Safe Routes to School Demonstration Projects, The statewide Slope Vulnerability Project, updates to the Statewide Pedestrian Plan, and a Bicycle & Pedestrian Learning Opportunity, the Paul Bunyan Drive/Hwy 197 Project, MnDOT, and the MnDOT Equity Project.

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

*Minneota Active Living* meeting (conference call) was on June 16. This past summer they completed a roof installation over the bridge tresses. They have also been maintaining a kiosk along the trail—regularly rotating flyers and keeping information up-to-date. They have also been raising money to resurface their pool, and have been keeping seniors active, even when activities had to move to Zoom.

*Tracy Active Living* meeting (conference call) was on June 24. Tracy has been working with MnDOT and the SRDC to explore different options to install a crosswalk across HWY 14. They are currently working on a road construction project in their downtown. Once completed, the city will have bump-outs on 3rd Street near the library that will allow better visibility and shorten the crossing distance for people walking.

*Worthington Active Living* meeting was on August 15. They are focusing on building bike infrastructure, SRTS initiatives and a bike sharing program.

**Safe Routes to School—** Tyler had their kickoff planning session on August 27. Jackson will have theirs in mid-to-late September. Demonstration project applications are open until October 2.



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